

**HAZARDOUS WASTE
COMPLIANCE ASSESSMENT REPORT**

FILE COPY

TO: Karen G. J'Anthony *KGJ'A*
FROM: Kevin D. Yingling *KDY 10/11/00*
SUBJECT: CA at Wilmington Maintenance Facility - Amtrak
REFERENCE: DED060058062, File Code: 21
DATE: September 12, 2000

GENERATOR SITE

ADDRESS: 4001 Vandever Avenue
Wilmington, Delaware 19802

GENERATOR MAILING

ADDRESS: Same

SITE REPRESENTATIVE: Vaughn Howell – Machinist Technician (August 17, 2000)
Robert Duncan – Manager, Safety & Environmental Control (August 24, 2000)
Frank P. Claar – Environmental Specialist (September 22, 2000)

SHWMB REPRESENTATIVES: Kevin D. Yingling and Robert R. Palmer (August 17, 2000)
Bruce B. Cole (August 24, 2000 and September 22, 2000)

DATE OF ASSESSMENT: August 17, 24, and September 22, 2000

PURPOSE OF ASSESSMENT: CA

CURRENT FACILITY STATUS: LQG

NOTIFIED FACILITY STATUS: LQG

PRE-ASSESSMENT SAFETY PREPARATION

Prior to the site visit, hazardous waste manifests received by the Department were reviewed. The manifest review indicated the facility is a large quantity hazardous waste generator.

Hazardous waste routinely generated by the facility includes:

- 1) monoethanolamine (D006, D018, D039, D040, D021) managed by Safety Kleen Corporation of West Chester, Pennsylvania;
- 2) waste paint related material (F003, F005, D001, D018, D035) managed by Safety Kleen Corporation of Dolton, Illinois; and
- 3) waste mineral spirits and petroleum naphtha (D001, D039, D018, D006, D008) managed by Safety Kleen Corporation of West Chester, Pennsylvania.

It was determined that the safety equipment of steel toed boots, safety glasses, hearing protection and hard hats would be adequate under normal operating conditions at the site.

FACILITY DESCRIPTION

The Wilmington Maintenance Facility, also referred to as the Wilmington Shops, consists of 21 buildings on a 85 acre parcel located between the Amtrak Main Line and Norfolk Southern's Edgemoor Yard. The facility is bordered to the west by Northeast Boulevard (Governor Printz Boulevard) and to the south by 12th Street and the Brandywine Creek, near Wilmington's Cherry Island. Interstate 495 lies to the east of the facility approximately 0.8 miles.

The facility consists of wheel, electric, maintenance and locomotive shops. Services performed at this location include wreck repair, modification, preventive maintenance and overhaul service to Amtrak's car and engine fleet as well as building, fabricating, assembling and repair of most components.

The SHWMB representatives observed that three main buildings form the hub of operations occurring at this facility. These are the Roadway Equipment Building (Building 1), the Locomotive Shop (Building 3) and the Wheel Shop (Building 37). The remaining buildings serve as support assistance to the three main operations.

For a complete description of activities occurring in each of the facility's buildings, please refer to Attachment A, Emergency Action Plan pages 8-13.

SITE OBSERVATIONS

SHWMB representatives completed the compliance assessment on three separate dates. These dates were August 17, 2000, August 24, 2000 and September 22, 2000.

On the first day of the assessment, SHWMB representatives were informed that the Environmental Specialist, Frank Claar and Robert Duncan, Manager of Safety & Environmental Control were both out of the office at training. Within a few minutes, Vaughn Howell, Machinist Technician was there to take us on a facility tour. Paperwork was not able to be reviewed on this day due to the absence of Mr. Claar. A subsequent attempt to complete a paperwork review was conducted on August 24, 2000. SHWMB representatives were informed that Mr. Claar was out sick this day. On this visit to the facility, SHWMB representatives meet with Robert Duncan who gave us copies of the facility's *Emergency Action Plan* (dated 1/1/2000). Within the contents of this plan is a list of site personnel specifically designed to handle emergency spill(s) or release(s) of hazardous waste. SHWMB representatives observed and reviewed the contents of the plan and determined the information contained therein adequately fulfills the provisions of the DRGHW. Upon revision, complete copies are provided to local emergency response teams, such as the local fire department (Wilmington Fire Department), local police department and local hospitals. This documentation was in the form of a dated cover letter and return receipts from certified mailings. During review of the facilities training records, facility representatives could not produce all of the required documentation. Ms. Rosa Nasmith, Environmental, Health & Safety secretary, produced what training records the facility did have. SHWMB representatives observed an employee list, but no job titles and/or descriptions with respect to hazardous waste handling were documented by the facility. This is a violation of the DRGHW. Ms. Nasmith also gave us training records for the time period of November 1991 through March 1997. This shows that there has been no annual hazardous waste training for the past three years, new employees who handle hazardous waste are not initially trained within six (6) months of employment, and that training records have not been kept on site for the required three years. These are violations of the DRGHW. Mr. Duncan could produce no other paperwork at this time due to the absence of Mr. Claar and the inability to get into his office. SHWMB representatives then scheduled an appointment for September 22, 2000, when Mr. Claar would be available, to complete a paperwork review.

FACILITY TOUR

On the first day of the assessment, August 17, 2000, SHWMB representatives initially met with Vaughn Howell, the facility's representative, in the Safety and Environmental Control Department of the Administration Building (Building 12).

Following the initial meeting, SHWMB representatives conducted a facility tour with emphasis on areas involved with hazardous waste generation or accumulation. During the facility tour, SHWMB representatives were escorted by Vaughn Howell, of the Wilmington Maintenance Facility - Amtrak.

During the facility tour, SHWMB representatives focused on the following areas:

Hazardous Waste Accumulation/Storage Area;
Roadway Equipment Shop;
Locomotive Shop;
Wheel Shops;
Paint Shop; and
Electric Shop.

Hazardous waste is routinely generated through the following processes:

1. Monoethanolamine is generated as a result of the use of three Safety Kleen Corporation spray gun cleaners.
2. Waste paint related material is generated as a result of painting operation occurring throughout the facility's operations. This waste is satellite accumulated then transferred to the Hazardous Waste Accumulation Area located in Building 39.
3. Waste mineral spirits, petroleum naphtha and associated wipes and rags are generated as a result of the use of twenty-five, 30 gallon Safety Kleen parts washing units. The units are located throughout the facility with the majority located in the locomotive shop. Wipes and rags become contaminated when parts are manually dried prior to servicing.

Hazardous wastes are satellite accumulated in fifty-five gallon drums at the point of generation. Once filled to capacity, the drums are transferred to the facility's waste accumulation area located in Building 39. The satellite accumulation containers met all the applicable requirements of the DRGHW.

The Hazardous Waste Storage Area is located in Building 39. This is a pole type building with a 12 foot high chain link fence around the perimeter. The gate on the fence is kept locked at all times. Mr. Howell had to have someone come and unlock the gate so we were able to view the drums located in this area. This area has a posted "No Smoking" sign and an up to date fire extinguisher. The closest phone is located in Building 37 which is just across the street. Also, all Safety Department employees carry cell phones with them at all times.

On the day of the assessment (August 17, 2000), SHWMB representatives observed thirteen (13) 55 gallon drums awaiting shipment in Building 39, Hazardous Waste Storage Area. Ten (10) of these drums were labeled PCB Contaminated Debris, which are not regulated under the DRGHW. One (1) 55 gallon drum was not labeled with the words "Hazardous Waste" or an accumulation start date. Mr. Howell could not tell us the contents of this drum. This is a violation of the DRGHW. Two (2) 55 gallon drums were labeled with the words "Linseed Oil Rags". These two (2) drums were double labeled with accumulation start dates. The first drum had the accumulation start dates of 5/15/00 and 6/2/00 and the second drum had accumulation start dates of 5/1/00 and 5/12/00. The initial label on both of these drums exceeds the 90 day accumulation are requirements. This is a violation of the DRGHW.

USED OIL

Used oil is generated throughout the facility. Operations responsible for used oil generation include servicing, repair and maintenance of locomotives, transformer oil retrofills, and hydraulic component repair and servicing. Used oil is accumulated in two 3,400 gallon aboveground storage tanks (ASTs). One AST is dedicated to contain known product types. The second AST is used to accumulate unknown oils. Prior to disposal of the contents of the second AST, a representative sample is collected for analysis.

The AST's are located next to Building 39, the Hazardous Waste Accumulation Building and in front of Building 24, Used Oil Staging and Non-hazardous Waste Accumulation Area. The ASTs are secondarily contained with a single cement berm serving both ASTs. Both ASTs are labeled with the words "Used Oil". Inventory control measurements are conducted to prevent overfills. Prior to transfer into the ASTs, used oils are satellite accumulated at the point of generation in fifty-five gallon drums. The drums are labeled with the used product type (i.e., used hydraulic oil). Once filled, the drums are transferred via forklift to the staging area and are then transferred in to the AST.

Used oil is collected and managed by International Petroleum Corporation of Delaware located in Wilmington, Delaware.

FACILITY RECORD ASSESSMENT

SHWMB representatives meet with Robert Duncan on August 22, 2000, the second attempt to review paperwork, who gave us copies of the facility's *Emergency Action Plan* (dated 1/1/2000) and training records. Within the contents of this plan is a list of site personnel specifically designed to handle emergency spill(s) or release(s) of hazardous waste. SHWMB representatives observed and reviewed the contents of the plan and determined the information contained therein adequately fulfills the provisions of the DRGHW. Upon revision, complete copies are provided to the local fire department (Wilmington Fire Department), local police department and local hospitals. SHWMB representatives reviewed a dated cover letter and return receipts from certified mailings, which verify that the *Emergency Action Plan* is in fact sent to these agencies. During review of the facilities training records, facility representatives could not produce all of the required documentation. Ms. Rosa Nasmith, Environmental, Health & Safety secretary, produced what training records the facility did have. SHWMB representatives observed an employee list, but no job titles and/or descriptions with respect to hazardous waste handling were documented by the facility. This is a violation of the DRGHW. Ms. Nasmith also gave us training records for the time period of November 1991 through March 1997. This shows that there has been no annual hazardous waste training for the past three years, new employees who handle hazardous waste are not initially trained within six (6) months of employment, and that training records have not been kept on site for the required three years. These are violations of the DRGHW. SHWMB representatives verified this information with Mr. Claar during the September 22, 2000 site visit.

All other facility records were reviewed on September 22, 2000 with Mr. Frank Claar who is the facilities Environmental Specialist.

During a document review of the Hazardous Waste Manifests, facility representatives could not produce all applicable manifests. This is a violation of the DRGHW. The following calendar year 1999 manifests were missing:

MDC0720159	PAG0017463	MDC0720253
PAG0686265	PAG0686276	PAG0686280
PAG0686291	IL8945460	PAG0768084
PAG0837082	MAH720151	MDC0720300
PAG0675382	PAG0675393	PAG0852272

SHWMB representatives observed that annual hazardous waste reports have been maintained for three years. Reports for calendar years 1997, 1998, and 1999 were reviewed.

During the review of the hazardous waste accumulation area weekly inspection records, SHWMB observed that no weekly inspections had been completed for certain weeks in 1999 and 2000. Mr. Claar informed SHWMB representatives that if he is out, no weekly inspection of this area is conducted. This is a violation of the DRGHW. The following weeks there were no inspection records present:

February 22, 1999	June 14, 1999	August 16, 1999
December 16, 1999	April 24, 2000	May 1, 2000

LDR ASSESSMENT

During the assessment, Land Ban documentation was unable to be produced for all shipments of hazardous waste. This is a violation of the DRGHW. The following calendar year 1999 manifests did not have the appropriate Land Disposal Restriction Certificates:

MDC0720159	PAG0017463	MDC0720253
IL8945460	IL8919545	PAG0837082
PAG0675382	PAG0675393	

POLLUTION PREVENTION ASSESSMENT

Wilmington Maintenance Facility – Amtrak recycles used oil with International Petroleum Corporation located in Wilmington, Delaware.

SUBPART CC ASSESSMENT

All hazardous waste is accumulated in 55 gallon drums that are DOT approved. During the CA, all hazardous waste accumulation containers were closed tightly and no visible cracks or gaps were detected.

IDENTIFIED VIOLATION(S)

1. On the day of the assessment, facility representatives were unable to provide a list of employees and their job titles having responsibilities related to the management of hazardous waste. This is a violation of the DRGHW, §265.16(d)(1), which states:

"The owner or operator must maintain the following documents and records at the facility:

The job title for each position at the facility related to hazardous waste management, and the name of the employee filling each job..."

2. On the day of the assessment, facility representatives were unable to provide documentation that new employees handling hazardous waste are initially trained within six (6) months after the date of employment or assignment of hazardous waste management responsibilities. This is a violation of the DRGHW, §265.16(b), which states:

"Facility personnel must successfully complete the program required in paragraph (a) of this Section within six months after the date of their employment or assignment to a facility, or to a new position at the facility, whichever is later.

3. On the day of the assessment, facility representatives were unable to provide documentation that employees handling hazardous waste are annually trained. This is a violation of the DRGHW, §265.16(c), which states:

"Facility personnel must take part in an annual review of the initial training required..."

4. On the day of the assessment, facility representatives were unable to demonstrate that training records are maintained at the facility (until site closure), and document attendance and course content records for former employees have been kept by the generator for three years from the date the employee last worked at the site. This is a violation of the DRGHW, §265(e), which states:

"Training records on current personnel must be kept until closure of the facility. Training records on former employees must be kept for at least three years from the date the employee last worked at the facility.

5. On the day of the assessment, two 55 gallon steel drums labeled "Hazardous Waste" (Linseed Oil Rags) had double hazardous waste labels with the earliest accumulation start dates of May 1, 2000 and May 15, 2000 respectively (see photos). This is over the 90 day maximum. This is a violation of the DRGHW, §262.34(a), which states:

"...a generator may accumulate hazardous waste onsite for 90 days or less without a permit or without interim status..."

6. HWMB representatives observed one 55 gallon drum that was not labeled with the words "Hazardous Waste". This is a violation of the DRGHW, §262.34(a)(3), which states:

"...a generator may accumulate hazardous waste onsite for 90 days or less without a permit...provided that:...While being accumulated onsite, each container and tank is labeled or clearly marked with the words 'Hazardous Waste'."

7. On the day of the assessment, representatives observed one 55 gallon drum was not labeled or marked with the date hazardous waste accumulation began. This is a violation of the DRGHW, §262.34(a)(2), which states:

"...a generator may accumulate hazardous waste onsite for 90 days or less without a permit...provided that:...The date upon which each period of accumulation begins is clearly marked and visible for inspection on each container."

8. On the day of the assessment, facility representatives were unable to provide documentation that the hazardous waste accumulation areas are inspected on a weekly basis. This is a violation of the DRGHW, §265.174, which states:

"The owner or operators must inspect areas where containers are stored, at least weekly, looking for leaks and for deterioration caused by corrosion or other factors. A written record of the inspections must be maintained onsite for a minimum of three years."

9. At the time of the assessment, the facility could not document that copies of hazardous waste manifests have been kept for three years. This is a violation of the DRGHW, §262.40(a), which states:

"A generator must keep a copy of each manifest signed in accordance with §262.23(a) for three years or until he receives a signed copy from the designated facility which received the waste. This signed copy must be retained as a record for at least three years from the date the waste was accepted by the initial transporter."

10. At the time of the assessment, the facility could not document that copies of Land Disposal Restriction Certification forms for the following hazardous waste manifests: This is a violation of the DRGHW, §268.7(a)(8), which states:

"Generators must retain, onsite, a copy of all notices, certifications, demonstrations, waste analysis data, and other documentation produced pursuant to this section for at least three years from the date that the waste that is the subject to such documentation was last sent to onsite or offsite treatment, storage, or disposal."

RECOMMENDATIONS

A Notice Of Violation (NOV) is recommended for the violations observed during the August 17, 24 and September 22, 2000 compliance assessment.

AMTRAK
KDY:trh

attachment

HAZARDOUS WASTE CHECKLIST FOR INSPECTION OF LARGE QUANTITY GENERATORS

Name of Generator: Wilmington Maintenance Facility - Amtrak
Date of Inspection: Aug 17, 2000, Aug 24, 2000, Sept 22, 2000
Inspector: KDY + RRP (8/17/00), BBC (8/24/00, 9/22/00)

On Site Record Review

TRAINING RECORDS

✓ 265.16(d)(1)

Generator must have a list of personnel names and job titles who handle hazardous waste.

8/17/00 - EHS Mgr. not available (Frank Claar)

8/24 + 9/22 - No - only have list of names. Do not have job titles

✓ 265.16(c)

Those on the list must be trained annually.

No - Last training 3/25/97 based on computerized records from Rosa Nasmith - Safety secretary

✓ 265.16(e) and 265.16(d)(4)

For all current employees, training records must be maintained until site closure. Attendance and course content records for former employees must be kept by the generator for 3 years from the date the employee last worked at the site.

No - have training records from 11/13/91 to 3/25/97

✓ 265.16(b)

New personnel who handle hazardous waste must have initial training within 6 months of starting.

No - Have not done any training since 3/25/97

Large Quantity Generator On Site Record Review (continued)

CONTINGENCY PLAN

265.53(a)

Generator must have a copy of his contingency plan at his site.

OK -

265.52

The contingency plan must contain the following:

- a., b. & f. A description of who does what during a health of environmental emergency caused by the accumulation area including evacuation plans if the type of waste make that necessary.

OK

- c. Plans for coordinating with outside emergency response teams if the type of waste accumulated requires such coordination.

OK

- d. The home and office phone numbers of inplant personnel involved in carrying out the plans.

OK

- e. A list of emergency equipment utilized in the plans.

OK

265.55

The contingency plan must have an emergency coordinator on standby at all times who has the authority to commit the resources needed to carry out the contingency plan.

OK

Large Quantity Generator On Site Record Review (continued)

265.56(c)

The emergency coordinator must be knowledgeable to assess possible results from a release.

OK

265.56(a)(2) and 265.52(a)

The contingency plan must have a procedure for notifying DNREC and EPA.

OK

265.37 and 265.53

Information on the waste accumulation area and plant must be given to local police, fire departments and hospitals. Documentation of written submission must be maintained.

OK

INSPECTION RECORDS

✓ 265.174 (for container accumulation)

Generator must have written records of weekly inspections of the accumulation area. Records must be maintained for at least 3 years.

No - When F. Claar is out, no inspections are conducted. Missing weeks include
Feb 22 - Mar 1, 1999 Apr 24 - Apr 30, 2000
June 14 - June 28, 1999 ~~Apr~~ May 1 - May 7, 2000
Aug 16 - Aug 30, 1999
Dec 16 - Jan 3, 1999

LQG Checklist

Large Quantity Generator On Site Record Review (continued)

265.195(a) and (c) (for tank accumulation)

Generator must have records of daily inspections of the above ground portions of the tank system.

NA

265.195(b) and (c) (for tank accumulation)

Generator must have records of less frequent inspections of cathodic protection system.

NA

RECORDKEEPING

262.40(a)

Generator must retain all manifests and exception reports for 3 years.

NO - Missing Some from 1999 (that was only yr. viewed in detail)

(1) MDC 07 20159 (5) PAG 0686276 (9) PAG 0768084 (14) PAG 0675393
(2) PAG 0017463 (6) PAG 0686280 (10) PAG 0837082 (15) PAG 0852272
(3) MDC 07 20253 (11) PAG 0686291 (11) MAH 720151
(4) PAG 0686265 (8) IL 8945460 (12) MDC 0720300
(13) PAG 0675382

262.40(b)

Generator must retain all annual reports for 3 years.

OK - Annual Reports viewed from 97, 98 + 99

262.40(c)

Generator must retain records of test results, waste analysis or other determination utilized to make a hazardous waste determination for 3 years from the date that the waste was last sent offsite.

OK

Large Quantity Generator On Site Record Review (continued)

FOR TANKS ONLY

265.193(a)(4)

For obviously existing tanks whose age the company cannot document, record the age of the "facility". The "facility" age determines which tank inspection checklist to use.

265.190(a)

For any age indoor tank with only non-liquid hazardous waste, the generator can chose not to install secondary containment meeting 265.193. Record if this is the case. There is a checklist specifically applicable for this case.

265.193(a)(5) and 265.191(c)

Generators with wastes just recently (on or after January 12, 1987 and July 14, 1986) reclassified as hazardous wastes, are exempt from certain 265.193 and 265.191 tank requirements. These cases have not been incorporated into the three LQG Accumulator in tanks checklists.

Inspected 8/17/00

Large Quantity Generator Observations at the Container Accumulation Area

Accumulation Area Identification:

(For satellite accumulation areas, use Satellite Checklist)

262.34(a)(3)

There must be on each container of hazardous waste a label with the words "Hazardous Waste".

No - 1-55 gal drum not labeled w/"HW"

facility representative could not tell us contents

262.34(a)(2)

On each container, there must be an accumulation start date indicating the date that hazardous waste was first placed into the container.

No - 1-55 gal drum no start date

same drum as 262.34(a)(3)

262.34(a)

No container can remain onsite for more than 90 days after its accumulation start date unless DNREC has granted a written 262.34(b) extension.

No - 2-55 gal drums labeled Linseed Oil Rags w/
double labels

#1 - 5/15/00 } over 90 days

#2 - 5/01/00 }

265.35 * see photo

The aisle space must allow unobstructed movement of personnel and emergency equipment.

OK

265.17(a)

Ignitable wastes must not be close to sources of ignition.

OK

LQG Observations at the Container Accumulation Area (continued)

265.17(a)

There must be a "no smoking" sign conspicuously near ignitable wastes.

265.32

The area must have the following if the type of waste accumulated has the potential to create an emergency:

265.32(a)

An internal communication system if the accumulation area is remote.

265.32(b) OK- all EHS personnel carry cell phones

A telephone to summons emergency response teams.

265.32(c) and (d) OK - ↑ + Phone in Bldg. 37 (across roadway)

Fire extinguishing equipment which is tested and maintained (265.33).

OK

265.171

Containers must be in good condition.

OK

265.173(a)

Containers must be closed.

OK

265.173(b) and 265.31

Containers must be stored and handled in a manner which will not cause the container to spill or leak or some other mishap.

OK

LQG Observations at the Container Accumulation Area (continued)

265.177(a)

Container labels should indicate no incompatible wastes have been placed in the same container.

265.177(c)

Incompatible wastes must be separated by a dike, berm, wall or other device.

265.172

Hazardous wastes must be compatible with their containers.

265.177(b)

Hazardous waste must not be placed in containers previously holding incompatible materials unless the container were cleaned.

265.176

Ignitable or reactive hazardous wastes must be accumulated at least 50 feet from the property line.

OK - all waste well
within property property
boundary

LQG Checklist

ORIGINAL Inspection NOTES

①

8/17/00 Amtrak Wilmington Maintenance Yard

KDY + RRP

site representatives : Frank Claar

Are 3 main shops still:

Car Shops 1+11, Locomotive Shop
(Frank Clarr + other Saffery mgr. not available)

Vaugh Howell - took as around - machinist tech.

Loco Shop (Bldg #3)

30 gal safety kleen	- pipe fitters area
30 gal	- fabrication shop
self contained	- fabrication area
4 1 - 30 gal -	machine shop
5 gal - agitator	"
30 gal	"

55 gal "used oil" ~~8~~
with drum funnel open

truck shop

30 gal -
self contained

truck shop

Wheel Shop Bldg #37

self contained

wheel shop

2 proceco - 1 wheel shop
1 electric shop

Wheel shop. person using gatoraid bottle
with some sort of solvent, pouring over
parts + washing them down

2)

Hazardous Waste Storage Bldg 39

1 drum - 55 gal not labeled

\$ 10 - PCP Contaminated Debris waste
55 gal not dated
drums

*
double
stickers

1 - 55 gal Linseed Oil Rags
dated 5/15/00 over 90 day
6/2/00

1 - 55 gal Linseed Oil over 90 day
5/11/00
5/12/00

1 - 55 gal Torpedos - is this hazardous
drum

14 total

up to date fire exting.

closest phone is in wheel shop (Bldg. 37)

every one in safety dept. has cell phones

Power House Bld 17

(4)

stand alone parts washer
~~drum table~~
oil filling table.

55 gal - aerosol gun puncture device

55 gal compression oil drum

Electric Shop (Bld. 4)

proseco unit
30 gal - PW

Refridgeration Shop

2 55 gal used oil drums with
closed drum funnels

Paint Shop Bldg. 2

55 gal used oil w/ drum funnel
(open)

safely kleen paint gun cleaner

stand alone PW

10 gal paint waste w/ funnel not
closed

(Bldg. 2 cont)

~10 gal - container with a sm. amt of
laquer to pre clean.

5

- noticed a few 55gal poly drums used
as trash cans which had
paint and/or solvent covered rags in
them.

Roadway Equipment (Bldg. 2)

2- 55 gal Waste Motor Oil Drums
all open

1- 55gal waste antifreeze - open

1- 55gal drum with used oil filters

on side wall

3- 55gal oil

1- 55gal antifreeze

} ask
frank

parts washer unit - heated detergent
washer

Vehicle
Maintenance (Bld. 8)

(6)

1 - stand alone PW
5 gal agitator PW
30 gal PW

55 gal - used anti freeze
open.

In trash - rags w/ solvent
2 cans

fluorescent bulb crusher into 55 gal
drum - filters mec. vapor

55 gal . paint can
55 gal Used oil

Roadway Equipment (Bldg 1)

⑦

1 - 55 gal - Paint chips (Lead)
Lead Chips / Blast media

2 aerosol cans recycler

1 paint - 55 gal

1 oil - 55 gal

1 - 55 gal - water with metals ^{set.} accum drum
lid not closed

1 - 2500 gal waste motor oil - not
closed.

" waste anti freeze
not closed

1 - hot detergent cleaner

Note: Building 16

- propane cylinder emptying
- a number of drums labeled as H.W.

⑧

check on lead blast material

L

Wilmington Maintenance Facility



Emergency Action Plan



**AMTRAK
WILMINGTON MAINTENANCE FACILITY
EMERGENCY ACTION PLAN**

MISSION STATEMENT

This Emergency Action Plan has been implemented to protect both life and property in the event of an unforeseen emergency at the Wilmington Maintenance Facility.

Due to the nature of our work at Wilmington, we have flammable liquids, corrosive cleaners, environments, heavy machinery asbestos abatement areas and high voltage. All are present, and if unleashed, have the potential for a major conflagration. Not only to our facility but also to our livelihood.

We at the Wilmington Maintenance Facility take great pride in our safety and work standards. Our goal is to never need to implement this Emergency Action Plan for any of the following emergency protocols, but it is reassuring to know that it is in place and that we are properly trained in how to respond to each type of emergency.

January 01, 2000

TABLE OF CONTENTS

PLAN BASIS	03
Purpose	03
Objectives	03
Site Information	03
Scope	04
Reporting Procedures	04
Authority	05
Definitions	06
 OPERATIONS	
Pre-Emergency	08
Pre Plans	08
Training	14
Equipment	14
Physical Condition	15
Mutual Aid	16
Incident	16
In-House Commander Duties	16
Emergency Response Team Duties	17
Post Operations	17
 PROCEDURES	
EMS (Emergency Medical Services)	18
Fire	19
Haz Mat	20
Rescue	21
Storm	22
Total Evacuation	23
Train Emergency	24
 TERMINATION	
Emergency	25
Restoration	25
 PLAN REVIEW	26
 PLAN APPROVAL	26
 APPENDIX	
Maps: Topographical	01
Facility	02
Phone Directory: Emergency	03
Amtrak Headquarters	04
SPCC Environmental Remediation Contractors	05
Tank Location and Capacity	06
Emergency Reporting Form	07
Fire Hydrant Location Map	08
Fire & Emergency Evacuation Procedures	09
Catenary Diagram	10
Flow Charts	11

PLAN BASIS

A. PURPOSE

This Emergency Action Plan is established to provide a structured and effective contingency plan in the event of an emergency situation at our facility. This plan also complies with 29 CFR 1910.38.

B. OBJECTIVES

This Plan is implemented to minimize the health risk to employees, and provide the highest probability of preserving life and to effectively reduce any property damage or property loss to the company from any type of emergency.

C. SITE INFORMATION

Location: Wilmington Maintenance Facility
 4001 Vandever Avenue
 Wilmington, DE 19802

Federal EPA Identification Number: DED 060 058 062

Description: The Wilmington Maintenance Facility consists of 21 buildings situated on 85 acres, between Amtrak's mainline and NORFOLK SOU Edgemoor Yard. Our facility consists of Wheel, Electric, Maintenance and Locomotive Shops. We perform wreck repair, modification, preventive maintenance and overhaul service to Amtrak's car and engine fleet, while building, fabricating, assembling or repairing most components on-site. We also have light moves and work trains arriving and departing from the facility daily. Diesel engines are serviced with water, oil, sand and fuel oil upon arrival. Fire hydrants are located throughout the property as indicated on the facility map, Appendix 8.

Nearest Navigable Waters:	Brandywine Creek:	0.2 miles
	Christiana River:	0.5 miles
	Shellpot Creek :	On Facility

Railroad Mile Post: 25

D. SCOPE

This Plan shall be in force for all employees and visitors to the Wilmington Maintenance Facility, Wilmington, Delaware.

E. REPORTING PROCEDURES

When reporting an emergency, you need to determine what type of emergency situation is present; EMS (Emergency Medical Services), fire, hazardous material (including spills or releases of chemicals), rescue, storm, total evacuation, train emergency, etc. After determining what type of emergency is present, you must notify the appropriate In-House Incident Commander. You need to communicate the problem: What has happened? Who is involved? Where is it (exactly)? If a chemical spill or release has occurred, what is the material spilled or released and how much was released?

Depending on the severity of the emergency notify the 911 center (9-911), In-House Incident Commander and the Safety Department, ATS 736-6398.

The In-House Incident Commander or his designee will begin to activate the emergency response necessary: Nurse, ambulance, paramedics, fire department, police department, emergency response team, Amtrak's Public Information Officer (PIO), Delaware's State Emergency Response Team (SERT), etc. The Safety Department ATS 736-6398, Bell (302) 429-6398 will ALWAYS be notified of any emergency at our facility. During hours when the Safety Department is closed notify either J.R. Duncan (302) 529-1492

Upon arriving at the incident scene, the In-House Incident Commander will begin implementation of the procedures described in this Action Plan. Making sure that life always has the highest sense of urgency, but not jeopardizing one life for another.

When necessary, the Safety Department Classroom ATS 736-6398 or Bell (302) 429-6398 will serve as the command post.

F. AUTHORITY

The Wilmington Fire Department is the Legal Authority during an emergency. The Wilmington Fire Department will be the agency having full control of the scene at any unfriendly fire, rescue, Haz Mat incident or any other alarm to which they respond as per Title 16, Chapter 67 of the Delaware State code. This Plan is not intended to alter the Fire Department's authority, but rather to bolster the liaison and preparedness between Amtrak and the responding Fire Department(s) that make emergency responses to our facility.

In-House Emergencies:

The senior authority within Amtrak for each of the following emergencies will be JOHN W. CONNORS. The In-house Incident Commander and his/her alternative for each type of incident are listed below along with the appropriate phone numbers. If you are unable to contact the In-house Incident Commander or his/her alternative, dial 911 immediately to report the emergency.

<u>Incident</u>	<u>Commander</u>	<u>ATS Phone</u>	<u>Bell Phone</u>	<u>Home Phone</u>
EMS (Medical)	LORETTA BURTON, RN.	736-6382	429-6382	(302) 239-7894
Alt.	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Fire	WILLIAM STEWARD	736-6454	429-6454	(302) 218-5103
Alt.	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Haz Mat	FRANK P. CLAAR	736-6458	429-6458	(302) 832-2138
Alt.	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Rescue				
Alt.	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Storm	J.W. Connors	736-6366	429-6366	(302) 836-0389
Alt.	WILLIAM STEWARD	736-6454	429-6454	(302) 218-5103
	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Total				
Evacuation	J.W. CONNORS	736-6366	429-6366	(302) 836-0389
Alt	JOE WALTERS	736-6435	429-6435	(302) 218-5099
	J.R. Duncan	736-6397	429-6397	(302) 529-1492
Train				
Emergency	J. W. CONNORS	736-6366	429-6366	(302) 836-0389
Alt.	J.R. Duncan	736-6397	429-6397	(302) 529-1492

For any of the incidents on prior page, the Safety Department MUST be notified at the following phone numbers:

ATS: 736-6398

Bell: 302/429-6398

During 2nd or 3rd shifts, weekends or holidays when the Safety Department is closed notify J.R. Duncan (302) 529-1492 or

KEITH PUGH (302) 218-5193.

In addition, the In-house Incident Commander or J.W. CONNORS MUST notify our Public Information Officer (PIO), Robert (Cliff) Black at the following phone numbers:

ATS: 777-3860 Bell: (202) 906-3860

Until Mr. Black's office has assumed responsibility, our PIO will be the only Amtrak Official to release news information to the news media, J. W. CONNORS will serve as the local press liaison.

ATS: 736-6366 (302) 429-6366

Home: (302) 836-0389

SERT Incident:

If the Delaware Emergency Response Team responds to an incident, then the State of Delaware's Division of Emergency Planning and Operations Officer will assume the authority as the incident commander as per Title 20, Chapter 3103, 3106, 3114 of the Delaware State Code.

G. DEFINITIONS

DNREC - Delaware Department of Natural Resources & Environmental Control.

Emergency - A sudden, generally unexpected occurrence demanding immediate action including but not limited to any type of unfriendly fire, release or spill of a hazardous substance, injury or medical trauma requiring first aid, or rescue situation.

Emergency Reporting Centers:

New Castle County Emergency Center	911
EPA Region 3	215/597-9898
US Coast Guard District 5	800/424-8802
Department of Natural Resources & Environmental Control (DNREC)	800/662-8802
Division of Emergency Planning & Operations (DEPO)	800/292-9588

Emergency Response Team - An organized group of Amtrak shop employees who have been trained and who have experience to handle whichever type of emergency they are responding to. They shall be under the supervision of our In-House Incident Commander.

Fire Officer in Charge - The chief of the fire department or any other fire line officer or member serving in the capacity of the Fire Chief.

Hazardous Substances - Any substance which poses an actual or potential risk of harm to human life or health or to the environment from such situations as:

- 1) Human, animal or food chain exposure to contaminating substances.
- 2) Contamination of drinking water supply.
- 3) Contamination of air.
- 4) Materials designated hazardous under Section 101 or 102 of the Comprehensive Environmental Response, Compensation and Liability Act of 1980.

In-house Incident Commander - The Plant Manager or any member of his staff charged with total control, during an emergency incident, of all Amtrak employees. He MUST have the proper training and leadership to respond to and direct the emergency incident.

MSDS - A Material Safety Data Sheet is to inform you about the following:

- 1) The material's physical properties
- 2) What the health effects may be
- 3) The level and amount of protective gear that you will need to safely handle the material
- 4) First aid treatment necessary if you become exposed
- 5) How to safely respond to an incident pertaining to that material.

On-Scene Coordinator - The person responsible for implementing our Spill Prevention and Countermeasure Plan.

PIO - Public Information Officer - The Public Information Officer is an Amtrak employee who shall be charged with the duties to coordinate with the In-House Incident Commander what information is to be released to the news media. It will then become his duty to relate the information and field questions, if necessary, of the news media. He will keep the news media at a central location, supplying them with timely updates. He will be the only person authorized by Amtrak for approved news releases.

SERT - State Emergency Response Team - The State of Delaware has a predetermined team in place to respond to hazardous spills or leaks within the state. The level of response is determined by the size and type of incident they are responding to. There are three levels of response with Level One having the smallest response escalating to Level Three involving a major incident.

H. OPERATIONS

Pre-Emergency

- 1) Pre-plan of the facility - Map, Appendix 2

BUILDING 1 - ROADWAY EQUIPMENT SHOP

Usage: REPAIR OF M/W ONTRACK EQUIPMENT
OVERHAUL, MAINTENANCE, & CLEANING

Potential Hazard: Acetylene tanks in shop
2 overhead cranes
USED OIL CONTAINERS
USED COOLANT CONTAINER
12 VOLT BATTERIES FOR REPLACEMENT

Pits in shop floor

Occupancy: 6:00 a.m. - 4:00 p.m. 70 people

BUILDING 11 - ROADWAY EQUIPMENT STOREHOUSE

USAGE: M/W PARTS STORAGE
OFFICES

POTENTIAL HAZARD: UNSPRINKLERED BUILDING

OCCUPANCY: 6:00 AM - 4:00 PM 7 people

BUILDING 2 - COMPONENT SHOP, MAINTENANCE SHOP, FROG SHOP, STOREHOUSE

Usage: M/W EQUIPMENT STORAGE
Maintenance shop
M/W FROG WELDING SHOP
DYNO ENGINE TEST ROOM
Storehouse
Material receiving/shipping

Potential Hazards: Unprotected interior
Oils, lubricants and paints - 55 gallon to
spray cans
Acetylene burning carts in shop
Safety Kleen parts cleaning machine
Storage area

Secured areas - fenced and locked

Occupancy: 6:00 a.m. - 4:00 p.m. 32 people
3:00 p.m. - 6:00 p.m. 2 people
6:00 p.m. - 6:00 a.m. usually none

BUILDING 3 - LOCOMOTIVE SHOP

Usage: Heavy repair of electric and diesel locomotives
Periodic and running repair of locomotives
Welding and fabricating shop
Pantograph repair area
Machine shop

Potential Hazards: Bulk storage of alkaline cleaner
55 gallon drums of various oils and lubricants
8 overhead cranes
6 drop tables
Acetylene burning carts throughout shop

Safety Kleen drums throughout shop

Overhead catenary in yard south of shop 12,000
Volts

Pits in shop

Diesel lube oil pumped into shop

High voltage DC for cranes

Open catwalks 2 & 3 levels

Load bank in Loco Yard 11,000 V

● Load bank in Loco Yard 480 V

Occupancy: 7:00 a.m. - 3:00 p.m. 140 people
3:00 p.m. - 11:00 p.m. 20 people
11:00 p.m. - 7:00 a.m. 5 people

BUILDING 4, 5, 6, 38 - ELECTRIC SHOP

Usage: Overhaul of electric traction motors
Electronic component rebuilding shop
Electrical component rebuilding shop
V.P.I.tanks/varnish dip tank and bake oven

Potential Hazard: 2 overhead cranes
4 bake ovens
Varnish dip tank
Elevator
High voltage electronic testers
Safety Kleen stations throughout the shop
Acetylene burning carts throughout the shop
21,000 gallon propane tanks outside bake oven
Nitrogen tanks outside bake oven
REFRIGERATION REPAIR AREA
Grit blasting area & SPRAY PAINTING BOOTHS

Occupancy:	7:00 a.m. - 3:00 p.m.	87 people
	3:00 p.m. - 11:00 p.m.	18 people
	11:00 p.m. - 7:00 a.m.	13 people

BUILDING 12 - MAIN OFFICE BUILDING

Usage: General Manager's office
Payroll offices
Engineering Department
Dispensary
COMPUTER CENTER
Safety Department
MATERIAL CONTROL CENTER
Conference rooms
FIRE ALARMS & PULL STATIONS ON ALL FLOORS

Potential Hazard: NONE

Occupancy:	7:00 a.m. - 5:00 p.m.	40 - 50 people
	possibly outside visitors/vendors	
	3:00 p.m. - 11:00 p.m.	1 person
	11:00 p.m. - 7:00 a.m.	usually none

BUILDING 14 - LOCKER ROOM

Usage: Locker and showers for all shop employees

Potential Hazard: Low ceiling in basement
Steam heat exchanger tanks in basement
CLEANING CHEMICALS

Occupancy: Varies - no one assigned there

BUILDING 15 - LOCKER ROOM, MATERIAL CONTROL OFFICE

Usage: Lockers and showers for shop management
Lockers and showers for female employees
Material control office

Potential Hazard: none.

Occupancy: Material Control Office
7:00 a.m. - 3:00 p.m. 3 people

Locker room varies - no one assigned there

BUILDING 16 - BRAKE/BLACKSMITH SHOP

Usage: Heavy gauge metal work
Welding/burning
FIRE EXTINGUISHER REFILL AREA

Potential Hazard: Acetylene burning carts in shop
Interior offices/unprotected for fire
COMPRESSED GASES & HALON
Small furnace
Axle and brake storage
2 overhead tram rail cranes
Overhead jib cranes

Occupancy: 7:00 a.m. - 3:00 p.m. 12 people
3:00 p.m. - 7:00 a.m. usually none

BUILDING 17 - POWERHOUSE/WOODMILL

Usage: GAS fired boilers for steam heat
Air compressors for shop air
Wood working for shops

Potential Hazard: Chemicals for water treatment
Keeler DL-1546
Caustic Soda
Tri-sodium phosphate
Salt
NATURAL GAS pumped into building for boilers
2,300 high voltage electricity for air compressors
Unprotected interior offices

Auxiliary generator
Acetylene burning cart
50 psi steam lines
100 psi air line
55 gallon drums of oil
Rear of building has used oil drum storage
Cooling tower

Occupancy: 7:00 a.m. - 3:00 p.m. 3 people
3:00 p.m. - 7:00 a.m. 1 person

BUILDING 19 - AIR BRAKE SHOP

Usage: EMPTY

Potential Hazard: ROOF WILL NOT SUPPORT ANY WEIGHT
UNEVEN FLOOR SURFACE
Sprinkler system out of service

Occupancy: USUALLY NONE

BUILDING 27 - OIL HOUSE

Usage: Storehouse for facility

Potential Hazard: Oils, paint, cleaners, 55 gallon to spray cans
Unsprinklered building

Occupancy: 7:00 a.m. - 4:00 p.m. 1 person
4:00 p.m. - 7:00 a.m. usually none

BUILDING 37 - WHEEL SHOP

Usage: Processing locomotive and passenger car wheel sets
Mounting and turning wheels
Axle inspections
Shop offices

Potential Hazard: 2 Proceco washer
Safety Kleen stations
Overhead jib cranes
Axle cleaning machine
Magna-flux booth
Drums of grease in bearing room
Conveyor belt for bearings

Occupancy:	7:00 a.m. - 3:00 p.m.	25 people
	3:00 p.m. - 11:00 p.m.	20 people
	11:00 p.m. - 7:00 a.m.	12 people

BUILDING 39 - POLLUTION PLANT

Usage: Handle and process all shop waste water

Potential Hazard: 220 gallons of sulfuric acid

Occupancy:	7:00 a.m. - 3:00 p.m.	1 person
	3:00 p.m. - 7:00 a.m.	usually none

BUILDING 41 - ENGINEHOUSE

Usage: N O N E

A R E A D E A C T I V A T E D

STORED RAILROAD CARS

Potential Hazard:

ENVIRONMENTAL REMEDIATION SITE

Occupancy: USUALLY NONE

2) PRE-EMERGENCY TRAINING

Training will be established as members initially join the Wilmington Maintenance Facility's Emergency Response Team. From that point forward training will be held when any changes are made to this Emergency Action Plan or at least annually. The Emergency Response Team Leader will be responsible for conducting training classes commensurate with those functions that the team members are expected to perform. Team members who are expected to control or extinguish fires in the incipient stage should, at a minimum, be trained in the use of fire extinguishers. Training in Basic First Aid medical procedures should also be a high priority for all members. If team members are charged with the duties of interior fire fighting shall be trained quarterly. The Team Leader will additionally maintain a training record for each member.

Positive Pressure Self-Contained Breathing Apparatus is to be supplied for any team member responding to an oxygen deficient atmosphere or an atmosphere thought to contain any hazardous materials. Team members must be properly trained before donning and using an SCBA during an actual emergency. They must have had a pulmonary function test and proper fit test of the SCBA mask prior to any training with Self-Contained Breathing Apparatus. All fit tests must comply with 29 CFR 1910.1001.

It is further suggested that Response Team Leaders and instructors receive more formalized training and education on a continuing basis by attending classes provided by such training sources as the University Fire Extension Services and state run Fire Academies.

All training shall meet the requirements as specified in 29 CFR 1910.151, 1910.156, 1910.157 along with NFPA 10 and 600.

3) PRE-EMERGENCY EQUIPMENT

All members of the Emergency Response Team will be equipped with, and adequately trained in the use of, the following personal protective equipment: Helmet, safety glasses, safety shoes, respirators (which style depending on what types of incident), and full body protection including gloves for abnormal environmental conditions or temperatures. Additional equipment for team use during emergency situations will be stored and maintained at various locations throughout the facility. All the equipment must be kept up-to-date and ready for service at a moments notice.

Any time a SCBA is to be worn, there must be three (3) breathing apparatus available. Two for the initial team and one backup if something goes wrong with the rescuers. If a supplied air system is used each rescuer is required to have a 5 minute escape pack in the event of problems arising to the main air supply. The protective equipment listed above must comply with 29 CFR 1910.133, 1910.134, 1910.135 and 1910.136.

Fire extinguishers are supplied, maintained and replaced as per 29 CFR 1910.157 along with NFPA 10, standard for portable fire extinguishers.

Fire fighting protective clothing worn by members of the Emergency Response Team will meet the requirements of NFPA 1971, 1972, 1973, 1974 and 1975.

The following equipment is available for any hazardous substance spill or leak:

<u>Item</u>	<u>Location</u>
1) Front end loader	Maintenance
2) Pettibone crane	Maintenance
3) Dump truck	Maintenance
4) 3M absorbent pads	Safety / Storehouse
5) Oil Bond 100	Waste Oil Storage Area
6) Water Bond	Waste Oil Storage Area
7) suits and equipment	Storehouse
8) BOBCAT LOADER	MAINTENANCE
9) Booms	Safety / Storehouse
10) 3M pillows (large)	Safety / Storehouse
11) 3M pillows (small)	Safety / Storehouse
12) 17H drums	
13) Overpack drums	
14) HAZMAT TRAILER	SAFETY / MAINTENANCE

4) PRE-EMERGENCY PHYSICAL CONDITION

Amtrak shall assure that team members who are expected to do interior fire-fighting are physically capable of performing those duties to which they may be assigned them during an emergency. Amtrak shall not permit employees with known heart disease, epilepsy or emphysema to participate in the teams emergency activities unless a physician's certificate of employee's fitness to participate in such activities is provided.

Prior to an employee joining the Emergency Response Team, Amtrak needs to form a baseline medical history on all candidates for the emergency response team. The following is a general list of items to be incorporated in the initial medical history:

Height, weight, temperature, pulse, respiration and blood pressure.

Eyes to measure refraction, depth perception and color vision.

Ears audiometric at 500, 1000, 2000, 3000, 4000, 6000 and 8000 (Hz).

Musculoskeletal system

Skin

Tests to include: Blood, urine, chest x-ray, pulmonary function test and electrocardiogram.

The purpose of these tests is to provide a baseline for personal monitoring of employees. To ensure that we have the proper information to provide the health care provider to assist in their treatment. After the initial medical baseline tests, Amtrak will provide supplementary medical tests annually. The results to be discussed with the doctor, dispensary nurse and the response team member. The records will be kept in accordance with established policy by the American Association of Occupational Health Nurses.

5) PRE-EMERGENCY MUTUAL AID

Amtrak has a mutual aid agreement with the Wilmington Fire Department along with additional fire companies of New Castle County, Delaware. If needed or requested, all radio communications between Amtrak and Wilmington Fire Department will be through the New Castle County Emergency Communications Center on Frequency 154.965. All radio communications to the New Castle County Fire Departments will be through the New Castle County Emergency Communications Center on Frequency 33.78. Any requests for fire, rescue, EMS, HazMat or storm emergencies will be channeled through the New Castle County Emergency Communication Center by dialing 911.

INCIDENT

In-House Incident Commanders Duties:

To determine the magnitude of the emergency.

To determine whether an emergency requiring activation of emergency procedures exists.

Directing all emergency activities including evacuation of personnel.

Ensuring that outside emergency services such as medical aid and/or local fire departments are notified and dispatched when necessary.

Emergency Response Team Duties:

Have the proper training and experience to execute the orders of the In-House Incident Commander during any emergency response.

To ensure that during any incident, the proper personal protective equipment provided for you is used.

To assist, if requested by the In-House Incident Commander, the Wilmington Fire Department or other New Castle County Fire companies if the need should arise.

Upon notification of an emergency whether by means of powerhouse steam whistle, phones and radios, the Emergency Response Team Members will report to the site of the emergency. Once at the scene, they will be directed in their efforts by the In-House Incident Commander.

POST OPERATIONS

The In-House Incident Commander shall prepare as soon as possible after the incident, a complete report of the incident including, but not limited to: Times, dates, shop affected, emergency response team members participating, mutual aid agencies involved and equipment used. A sample of the form to be used is located in the appendix page 7.

The In-House Incident Commander shall meet with the General Manager, Safety Department Manager, and the Maintenance Shop Manager to outline the cause, what can be done to cure the problem so it cannot be repeated and what is necessary to facilitate repairs to the damaged area.

The In-House Incident Commander shall make sure that, if any of Amtrak's emergency equipment or sprinkler systems were placed into service, that they are promptly repaired or replaced so fire or health care protection at our facility is not compromised.

The In-House Incident Commander shall conduct a critique of the incident with all parties who were involved. It will be held within 10 days from the close of the incident.

I. PROCEDURES

EMS (Emergency Medical Service)

Amtrak Safety Rule #1001: When you are injured, you must immediately:

- 1) Report your injury, no matter how small, to your immediate supervisor.
- 2) Obtain medical attention.

If you sustain a minor injury, you should carefully and quickly size up the situation. Report your injury to your immediate supervisor. The supervisor should accompany the employee to the dispensary to receive treatment.

In the event of an accident or major trauma, you should carefully and quickly size up the situation. Report your injury to your immediate supervisor. Depending on the injury or location on the facility, use the first aid kits located throughout the shops or shop offices. The immediate supervisor should take the injured worker to the facility dispensary. If the employee cannot be moved, call the Dispensary (6382) for our nurse to respond to the accident site; OR if justified, dial (911) for an ambulance or the New Castle County Paramedics.

For second or third shifts or during the weekends/holidays, you need to size up the situation carefully and quickly. Report your injury immediately to your supervisor. Apply first aid, if practical, for minor injuries. If in doubt as to the severity of the injury, the injured employee should be taken by ambulance to the appropriate medical facility listed below:

- 1) OMEGA MEDICAL CENTER (302) 368-5100
- 2) Omega Medical Center for non-life threatening injuries. If after hours, use the pager number Bell (575-3450) and the facility will return your call within a few minutes.
- 3) CHRISTIANA HOSPITAL E.R. (302) 733-1601

Call for an ambulance or New Castle County Paramedics, 911.

The supervisor should inform the hospital that the injured worker is an Amtrak employee and that drug and alcohol testing may be required.

In any case, the Nurse ATS 736-6382 and the Safety Department ATS 736-6398 should be notified.

FIRE

In the event of an unfriendly fire, you must remain calm. All employees in the immediate area must be notified. If the fire is in its early stage and can be extinguished safely with one (1) fire extinguisher, then do so following correct fire extinguisher protocol. If after using one (1) fire extinguisher the fire has not been extinguished, sound the alarm and evacuate the building. Upon exiting the building, quickly assemble in the area designated for your shop or office so we may determine if everyone has exited the building. All supervisors will be responsible for taking attendance of their employees. This is further detailed in our Emergency Fire & Evacuation Plan, appendix 9, which conforms to 29 CFR 1910.38.

At the sounding of an alarm, the In-House Incident Commander and the Emergency Response Team will report to the scene of the emergency. The In-House Incident Commander will quickly size up the situation determining if our in-house team can control and extinguish the fire or whether the Wilmington Fire Department is needed.

The In-House Incident Commander will notify our dispensary and have our nurse briefed on the incident ready to respond in case of medical emergency.

If it is determined that the incident is of too great a magnitude for our response team, the In-House Incident Commander will notify the New Castle County Emergency Communications Center by dialing 911, to dispatch the Wilmington Fire Department.

While awaiting the response from the Fire Department, the Response Team should continue attempts to control the emergency situation, protecting life first then property to the best limits of our resources and capabilities.

Once the Wilmington Fire Department has arrived our In-house Response Team will assume the duties of support functions in the operations, assisting whenever possible. During the incident, the PIO (Public Information Officer) will rendezvous with our In-House Incident Commander to coordinate what information will be released to the news media and when.

In the event of a fire on a locomotive in our Electrified Territory, at no time will anyone go on the roof of an engine until the Power Director in Philadelphia ATS 728-2279, BELL (215) 349-2279 has turned the power off. The catenary system carries 12,000 volts and needs to be de-energized to protect personnel from electrocution from direct contact to the wires or pantograph. Care must also be used when applying water

when in the Electrified Territory as water will conduct electricity. The only exception would be when an "A" electrician has properly grounded the catenary on both ends of the locomotive. IF THERE IS ANY QUESTION ON WHETHER THE CATENARY IS ENERGIZED OR DE-ENERGIZED, ALWAYS CONSIDER THAT THE POWER IS ON!

HAZ MAT

Whenever there is a spill, leak or release of a hazardous substance, the following people **MUST** be notified:

Safety Department - during daytime hours
ATS: 736-6398 BELL: (302) 429-6398

- 2nd, 3rd shifts, weekends and holidays
J.R. Duncan (302) 529-1492 or FRANK P. CLAAR (302) 832-2138

In-House Incident Commander - FRANK P. CLAAR
ATS: 736-6458 BELL: (302) 429-6458 HOME: (302) 832-2138

Alternate In-House Incident Commander - J.R. Duncan
ATS: 736-6397 BELL: (302) 429-6397 HOME: (302) 529-1492

Upon notification of a hazardous material spill, leak or release, the Emergency Response Team shall be notified by means of powerhouse steam whistle, phones and shop radios. The In-House Incident Commander shall first determine what substance has been spilled, leaked or released. The MSDS for that product **MUST** be referred to for pertinent first aid, safety and fire hazards or risks present.

The In-House Incident Commander will notify the Nurse ATS 736-6382 BELL (302) 429-6382 of the release, alerting her to the type and amount of the spill and provide her with a MSDS sheet. At this time, the nurse will assemble any medical supplies necessary and be prepared for any victims from the release.

The Incident Commander will follow any safety precautions listed in the MSDS sheets to ensure the safety of all emergency responders. If the resources to stop or contain the leak are readily available, then our team will do so. If we are unable to stop or contain the leak, then we will notify the New Castle County Emergency Communication Center Bell (911) to dispatch the Wilmington Fire Department, notifying them of the type and amount of substance spilled.

At this point, the Emergency Response Team will assist the City Fire Department with any means that are at our disposal. We will convey to the Chief Officer from the city, the MSDS sheet, type of spill, amount of spill, and the initial actions

that our response team initiated.

Any time there is a 25 gallon spill, the Safety Department must notify DNREC at (800) 662-8802 and we will initiate a Level 1 SERT response SERT - State Emergency Response Team DNREC - Department of Natural Resources & Environmental Control if necessary.

For additional information on HazMat responses refer to the Spill Prevention Control and Countermeasures (SPCC) Plan for the Wilmington Maintenance Facility.

Spill clean up contractors are listed on our phone directory, Appendix 5.

RESCUE

Any time an emergency rescue has to be made, the Safety Department ATS 736-6398 or BELL 302/429-6398 must be notified. The In-House Incident Commander must also be notified.

In-House Incident Commander -

ATS: BELL: HOME:

Alternate Commander - J.R. Duncan

ATS: 736-6397 BELL: 429-6397 HOME: (302) 529-1492

After notification the In-house Incident Commander will respond to the emergency scene. From this point, he will make the judgment whether our Emergency Response Team can complete the rescue with our current resources or whether additional equipment, and/or the Wilmington Fire Department Rescue Squad is required.

If our team can safely complete the rescue, they will be notified to respond by way of powerhouse steam whistle, phone or shop radio. If not, the Wilmington Fire Department will be notified, dial 911. The In-House Incident Commander will serve as liaison between Amtrak and the Fire Department. Our PIO will also respond to supervise and inform the news media.

If the rescue has to be made in conjunction with a medical emergency, the Rescue In-house Incident Commander will handle the medical along with the rescue evolution. The Rescue In-House Incident Commander will have the final say in how the rescue will be performed unless the Wilmington Fire Department is on the Scene. The Wilmington Fire Department will then have the final determination on any questions during the rescue evolution.

STORM

In the event of a severe weather emergency, there will be a directive issued from the In-House Incident Commander to each shop manager. Each shop manager at that time shall assemble and advise his shop personnel of what hazards are likely to occur. The shop manager shall also inform the employees as to what types of emergency preparedness is to be initiated.

The dispensary shall be notified as to the pending emergency and begin to prepare for response to an emergency scene or for the influx of injuries to the dispensary.

The In-house Incident Commander shall remain at the command post overseeing the incident, making changes and/or calling for additional support from our emergency response team or from our mutual aid agencies.

The Emergency Response Team, if requested, shall be alerted by power house steam whistle, phones and radios. Upon their notification, they shall report to the command post. Once there, they should be ready at a moment's notice to assist with first aid, either in the dispensary or at an accident scene, or to conduct a rescue or other emergency action. If it is decided to evacuate a shop or the total facility, the emergency response team would be an integral part of that operation.

In the event of a shop evacuation, the In-House Incident Commander, will make the determination to evacuate a shop. At all times it is imperative that the shop managers or their designee know the whereabouts of all their employees. This will alleviate the need for rescue personnel to perform needless search and rescue missions.

The PIO (Public Information Officer) along with the local press liaison will report to the command post to coordinate information for release to the news media. The PIO will be the only Amtrak employee to discuss the incident with the news media.

TOTAL EVACUATION

The following personnel have the authority to order an evacuation of the Wilmington Maintenance Facility:

- 1) J. W. CONNORS
- 2) J. WALTERS
- 3) J.R. Duncan
- 4) J.J. FORGIONE
- 5) Wilmington Fire Department Fire Officer in Charge

When the decision has been made, the shop managers will be contacted by one of the personnel listed above. As soon as the managers are notified, they will relay the information to all shop personnel. The shop employees will meet outside their shop office or at a designated area predetermined by their shop manager. This meeting area is to be posted along with the fire evacuation information.

The shop manager MUST be able to account for all employees. The manager or his designee will disclose the reason for the evacuation along with any exiting or emergency information pertinent to evacuation.

The shop manager will then notify the person who authorized the evacuation at the command center that his shop was informed, that all employees were accounted for and, if not, the employee that is not accounted for.

TRAIN EMERGENCY

Since Amtrak's main line borders the west property line of our facility, there is a possibility of a fire, derailment or an accident to a train adjacent or nearby the facility (Mile Post 25). If such an emergency should occur, the following precautions MUST be followed:

- The catenary should be de-energized by informing the Power Director at ATS 728-2279 or BELL 215/349-2279.
- The train traffic should be stopped by notifying CTEC 4 at ATS 728-2251 or BELL 215/349-2251.
- Amtrak police must be notified at ATS 739-6511 or Bell (800) 331-0008.

The train crews have been trained to handle most on-board emergencies. We would be there to assist with our manpower and expertise. Our emergency response team would report to our In-House Incident Commander. Our commander would work jointly with the train conductor to remedy the emergency. In the event additional equipment for medical, fire or rescue was needed, we would notify our mutual aid companies to respond. The more detailed information we have to notify incoming companies of our incident and our needs, the better prepared they will be when they arrive. If the Wilmington Fire Department responds, their fire officer in charge will assume control of the emergency scene. Our response team will assume a support role, assisting the Wilmington Fire Department whenever possible.

Our In-House Incident Commander along with the train's conductor will be Amtrak's liaison with the Fire Department.

Our PIO will respond to the command center and relate information to the news media when appropriate.

I. TERMINATION

Emergency - The emergency is terminated when the following factors are present or controlled:

- Any chance of immediate or significant harm to human health, life or safety is remediated.
- There is no longer a chance of explosion or fire.
- When medical treatments have alleviated the injury or trauma.
- When a rescue evolution is terminated.
- When a spill or release is plugged, capped or the flow stopped.

Restoration - The clean-up and return to preparedness function must assure that repairs from the incident are made to equipment, buildings and property. The emergency equipment used must be cleaned, inspected and replaced or repacked for service. Any contamination to soil or waterways must be remediated.

PLAN REVIEW

This plan will be reviewed whenever significant facility or operational changes are made, or at least every three years. The review will be performed by the In-house Commanders at the Wilmington Maintenance Facility, Wilmington, Delaware.

PLAN APPROVAL

My signature below affirms my agreement and cooperation to implement the Emergency Action Plan as described herein:

J. W. CONNORS

J. WALTERS

J. ROBERT DUNCAN

FRANK P. CLAAR

J. J. FORGIONE

WM. STEWARD

January 01, 2000

WILMINGTON MAINTENANCE FACILITY
DRUM STORAGE AREAS
PAGE 2

UN NUMBER	SIZE	AMT	PRODUCT	CHEM LIST	AMMS	AREA

	55 gl	4	Mineral cleaner	02-A	47 788 03005	17
	55 gl	3	Motor oil 10w-40	37-A-03	37 225 39101	17
	55 gl	2	Motor oil 20w-20	37-A-04	37 225 09304	17
	55 gl	1	Motor oil 40w	37-A-06	37 225 08600	17
	55 gl	8	Water boiler treatment		47 300 04001	17
	55 gl	8	Water cooling treatment		47 300 04079	17
	55 gl	12	Oxalic exterior cleaner	03-A-01	47 045 04109	27
	55 gl	4	Liquid caustic soda		47 300 03666	38

**WILMINGTON MAINTENANCE FACILITY
DRUM STORAGE AREAS**

UN NUMBER	SIZE	AMT	PRODUCT	CHEM LIST	AMMS	AREA
*****	*****	*****	*****	*****	*****	*****
	55 gl	6	Burnishing oil	37-E-15	37 225 04706	11
	55 gl	4	Clear varnish		47 566 08508	11
	120 lb	3	Coupling grease	37-N-05	37 725 02012	11
	55 gl	3	Cutting oil	37-H-07	37 225 14007	11
	55 gl	6	Ethyl denatured alcohol		47 015 04103	11
	55 gl	3	Ethylene glycol antifreeze		47 015 05552	11
	55 gl	14	Floor alkaline cleaner	04-A	47 045 07238	11
	55 gl	2	Gear box lubricant	37-L-09	37 725 02602	11
	55 gl	3	Germicidal car cleaner	06-A-03	47 045 05582	11
	55 gl	1	High pressure gun cleaner	07-C-03	47 045 08206	11
	55 gl	3	High pressure hydraulic oil	37-F-06	37 225 05856	11
	55 gl	3	Hydraulic oil	37-F-03	37 225 05602	11
	55 gl	2	Insoluble cutting oil	37-H-04	37 225 02006	11
	120 lb	7	Journal bearing grease	37-N-06	37 532 01900	11
	120 lb	4	Journal bearing grease	37-M-03	37 105 0846X	11
	55 gl	2	Locomotive air compressor oil	37-L-06	37 225 01732	11
	55 gl	11	Machine tool way lubricant	37-E-07	37 180 04303	11
	55 gl	8	Mineral spirit cleaner	02-A	47 788 03005	11
	55 gl	3	Motor oil 10w		37 876 13401	11
	55 gl	3	Motor oil 10w -40	37-A-02	37 225 0890X	11
	55 gl	10	Multi gear lubricant sae 140	37-E-06	37 180 03212	11
	55 gl	2	Naptha based rubber solvent	37-B-10	37 225 11439	11
	120 lb	7	Roller bearing grease	37-C-01	37 105 06800	11
	55 gl	8	Rust inhibitor	07-D-01	47 135 00820	11
	55 gl	6	Toilet tank cleaner	09-D	47 045 05355	11
	55 gl	8	Traction gear oil	37-N-04	37 225 04976	11
	55 gl	5	Traction motor bearing oil	37-C-04	37 876 11609	11
	55 gl	4	Vacuum pump oil	37-H-05	37 225 10954	11
	55 gl	2	Wheel truing oil	37-E-09	37 225 13258	11
	55 gl	8	Alkanolamine		47 300 0401X	17
	55 gl	2	Ethyl denatured alcohol		47 015 04103	17
	55 gl	2	Evaporator coil cleaner	07-J	47 045 06892	17

**WILMINGTON MAINTENANCE FACILITY
GAS BULK STORAGE TANKS**

TANK ID	SIZE	AG/UG	PRODUCT	UN NUMBER	SHOP
34					
35					
46	250 gl	AG	Propane	1978	17
50	1,000 gl	AG	Propane	1978	04
51	1,000 gl	AG	Propane	1978	04
52	45 gl	AG	Nitrogen	1066	04
53	45 gl	AG	Nitrogen	1066	04
75	500 lb	AG	Halon	1974	09

PORTABLE TANKS IN STORAGE AREAS

UN NUMBER	SIZE	AMOUNT		PRODUCT	AMMS	SHOP
		FULL	EMTY			
1974	500 lb	1	0	Halon	47 105 01967	20
1001	B/40 cf	8	1	Acetylene	47 105 01051	36
1006	300 cf	19	1	Argon	47 105 01254	36
1954	380 cf	7	8	Argoshield	47 105 03356	36
1978	F/71 lb	20	0	Propane	47 105 03153	36
1072	250 cf	14	6	Oxygen	47 105 02353	36
1066	220 cf	4	2	Nitrogen	47 105 02054	36
1001	B/40 cf	10	0	Acetylene	47 105 01051	42
1006	300 cf	3	13	Argon	47 105 01254	42
1072	250 cf	5	9	Oxygen	47 105 02353	42

WILMINGTON MAINTENANCE FACILITY
LIQUID BULK STORAGE TANKS

ID	SIZE	AG/UG	PRODUCT	CONSTRUCT MAT	DIKED	CATHODIC	ALARM	SHOP #
01								
02								
03								
04								
05								
10	8,460 gl	AG	waste oil		concrete			23
11	6,345 gl	AG	lube oil		concrete			23
12	3,454 gl	AG	lube oil		concrete			23
20	500 gl	AG	#2 fuel oil		none			31
30								
31								
32								
33								
40								
41								
42								
43	3,454 gl	AG	waste oil		concrete			24
44	3,454 gl	AG	waste oil		concrete			24
45								
46	150 gl	AG	Fuel additive	staneless	concrete		sight glass	17
60	10,000 gl	UG	skimmed oil					30
61	gl	UG	sludge					30
62	750 gl	AG	polymer #6102	fiberglass	none			38
63	750 gl	AG	polymer #1500	fiberglass	none			38
64	420 gl	AG	float receiving tank	steel	none			38
65	300 gl	AG	sodium hydroxide	steel	concrete		sight glass	38
66	175 gl	AG	sulphuric acid	plactic	concrete		sight glass	38
70								
71								
72								
73								
74								
80	500 gl	AG	#2 fuel oil (blasksmith shop)					16
90			gasoline					
91			diesel					

Wilmington Maintenance Facility
SPCC Environmental Remediation Contractors
Phone Directory

Name: Clean Harbors
Address: 2301 Pennsylvania Avenue
Deptford, New Jersey 08096

Phone: 609/ 589-5000 day
609/ 428-8163 night

Contact:

Name: Clean Venture
Address: Route 322, RD 1
P.O. Box 202B
Swedesboro, New Jersey 08085

Phone: 609/ 467-4488

Contact: Mark DuMouchel day/night
Pat Mc Govern night
Tom Scranton night

Name: Guardian Environmental Division
Address: 1200 Porter Road
Bear, Delaware 19701

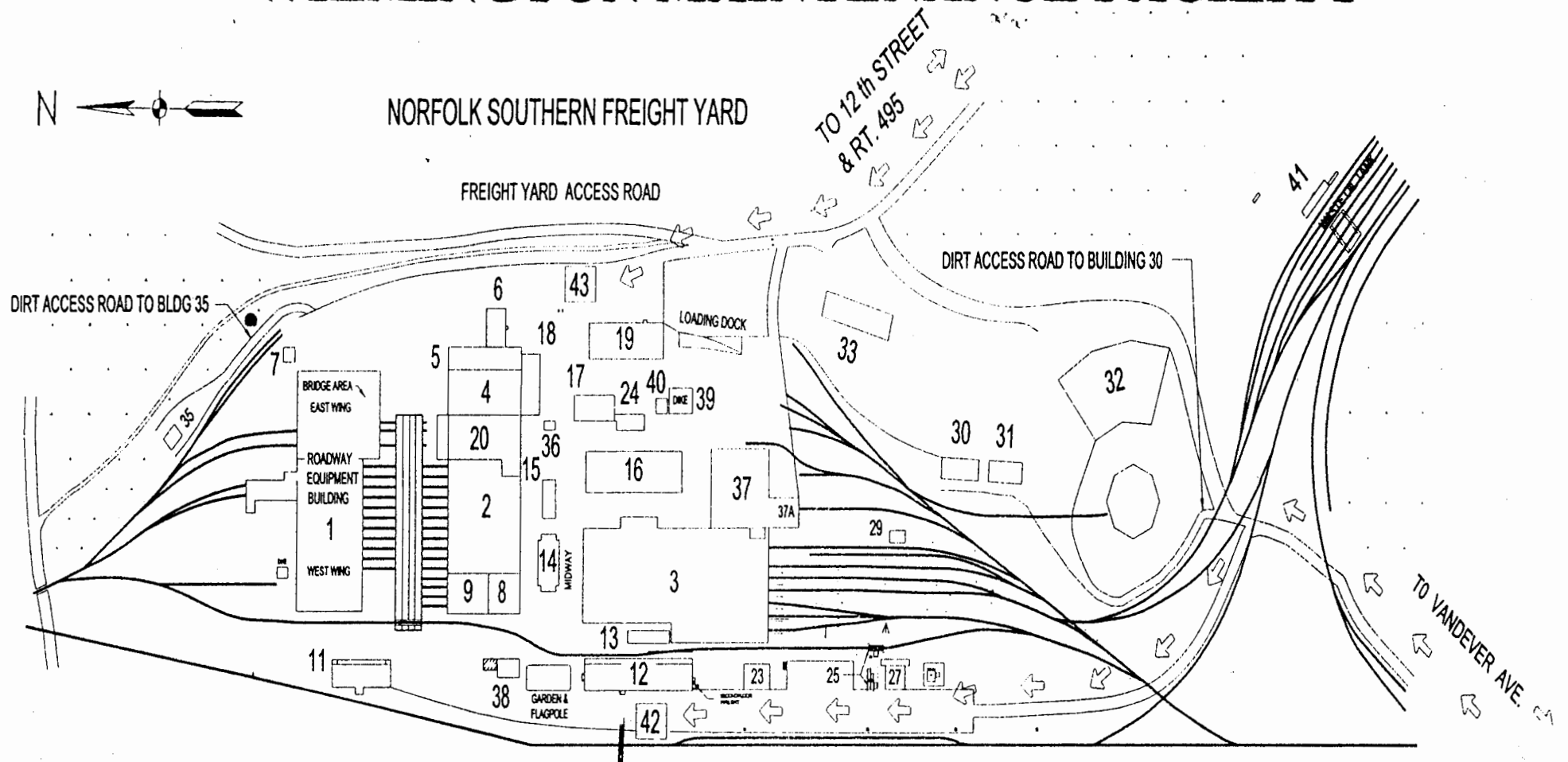
Phone: 302/ 834-1000

Contact:

**WILMINGTON MAINTENANCE FACILITY
EMERGENCY CONTINGENCY PLAN
EMERGENCY PHONE DIRECTORY**

NAME	ATS	BELL	HOME
Wilmington Maintenance Facility			
Facility Manager			
J. W. CONNORS	8/736-6366	302/429-6366	(302) 836-0389
ASST. FAC. MANAGER			
J.J. FORGIONE	8/736-6419	302/429-6419	(302) 731-1129
Safety Manager			
J.R. Duncan	8/736-6397	302/429-6397	302/529-1492
Environmental Coordinator			
FRANK P. CLAAR	8/736-6458	302/429-6458	(302) 832-2138
MAINTENANCE MANAGER			
WM. STEWARD	8/736-6454	302/429-6454	(302) 218-5103
PIO			
J.W. CONNORS	8/736-6366	302/429-6366	(302) 836-0389
Powerhouse	8/736-6437	302/429-6437	
Safety Department FAX	8/736-6339	302/429-6399	
Catenary Power Director	8/728-2279	215/349-2279	
CTEC 4 Train Movement	8/728-2251	215/349-2251	
Police Department	8/739-6511	800/331-0008	
ENVIRONMENTAL			
Chemtrec		800/424-9300	
DEPO		800/292-9588	
DNREC		800/662-8802	
EPA Region 3		215/597-9898	
US Coast Guard District 5		800/424-8802	
NEW CASTLE COUNTY EMERGENCY CENTER			
Ambulance		911	
Paramedics		911	
Wilmington Fire Department		911	
Wilmington Police Department		302/654-5151	
National Foam		215/363-1400	
MEDICAL			
Omega Medical Center		302/368-5100	
24 hour pager		302/575-3450	
Christiana Hospital		302/733-1700	
St. Francis Hospital		302/421-4335	
EMERGENCY MEDICAL HELICOPTER			
Delaware State Police Trooper IV		911	
Penn Star		215/543-7827	
EMERGENCY SEWER SERVICE			
Wilmington Wastewater Treatment Plant		302/571-4240	
New Castle County Sewer		302/323-2649	

WILMINGTON MAINTENANCE FACILITY



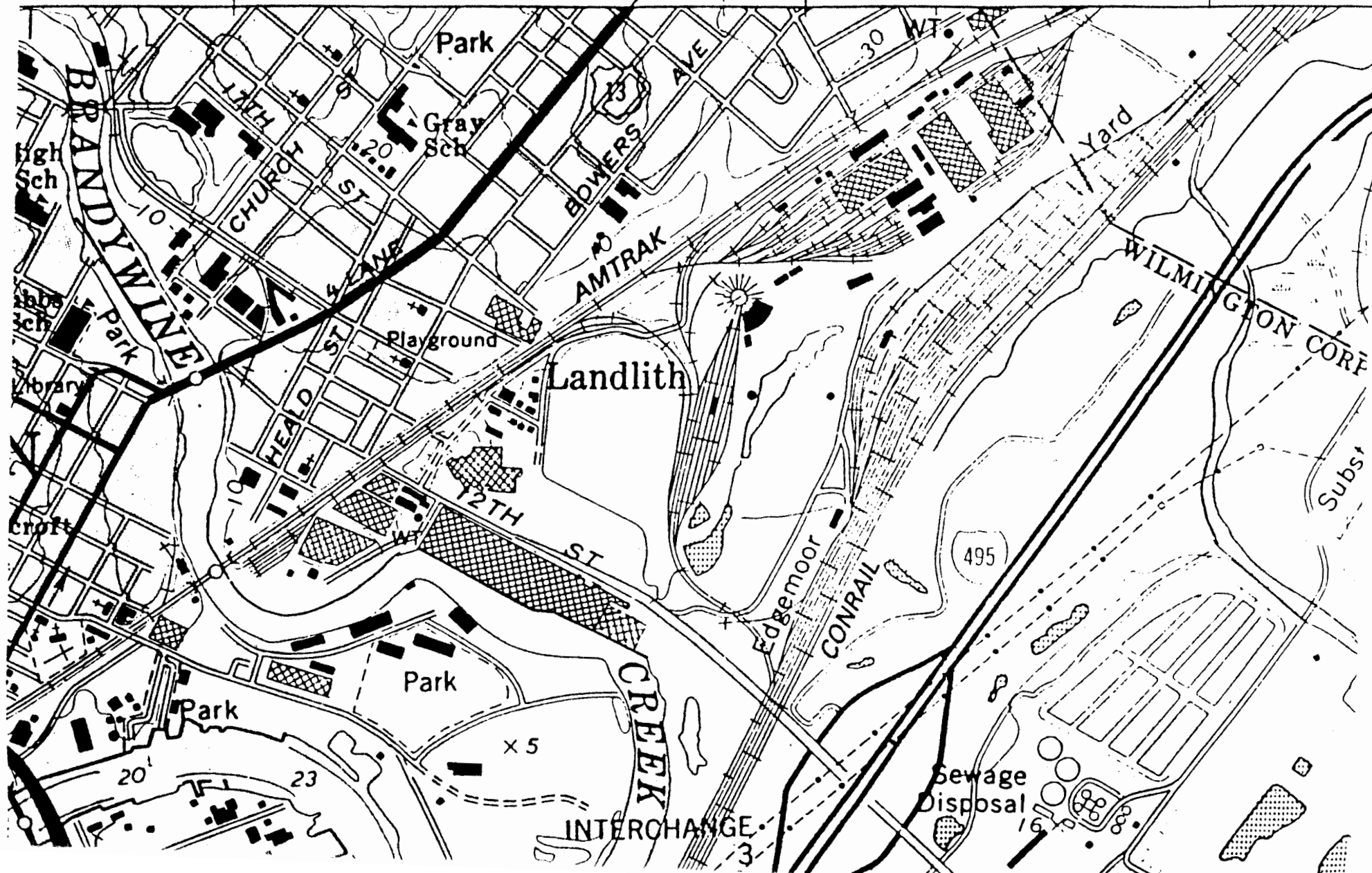
NUMBER	BUILDING	NUMBER	BUILDING	NUMBER	BUILDING
1	Roadway Equipment	16	Blacksmith / BrakeShop	35	Water / Fire Pump House
2	Roadway Equipment	17	Power House	36	Oxygen & Acetylene Tank Storage
3	Locomotive Shop	18	Receiving / Patio (Electric Shop)	37	Wheel Shop
4	Electric Shop	19	Projected Maintenance Department Shop	37A	Wheel Shop Annex - Porta Wheel Lathe
5	Card Room (2nd Floor / Electric Shop)	20	Receiving (Material Control Building)	38	DAF Pollution Control Building
6	Bake Oven (Electric Shop)	23	Loco Shop Lunch Room / T & E Sign-up	39	Hazardous Waste Drum Storage
7	Oxygen & Acetylene Tank Storage	24	Waste Oil Storage	40	Storage
8	Maintenance Shop	25	Locomotive Fueling / Lube Oil Pad	41	Former Engine House
9	Frog Shop (Railroad Equipment)	27	Oil House (Material Control)	42	Family Day Welcome Table (Vandever Ave.)
11	Railroad Equipment Storage	29	Locomotive Test Center	43	Family Day Welcome Table (Railroad Ave.)
12	Administration Building	30	Building & Bridge Department (B & B)		
13	Metal Storage	31	Building & Bridge Department (B & B)		
14	Midway Employee Locker Room	32	Roundhouse Structure (Condemned)		
15	Material Control Building / Forman's Locker Room	33	M OF W (C&S, E.T. Track Departments)		

DELAWARE—NE
7.5 MINUTE SERIES

TER PA. (VIA U.S. 13) 12 MI.
CUS HOOK, PA. 8 MI.

NE/4 WILMINGTON 15'

30" 454 6 MI. TO U.S. 13 455 470 000 FEET (DEL.) 456



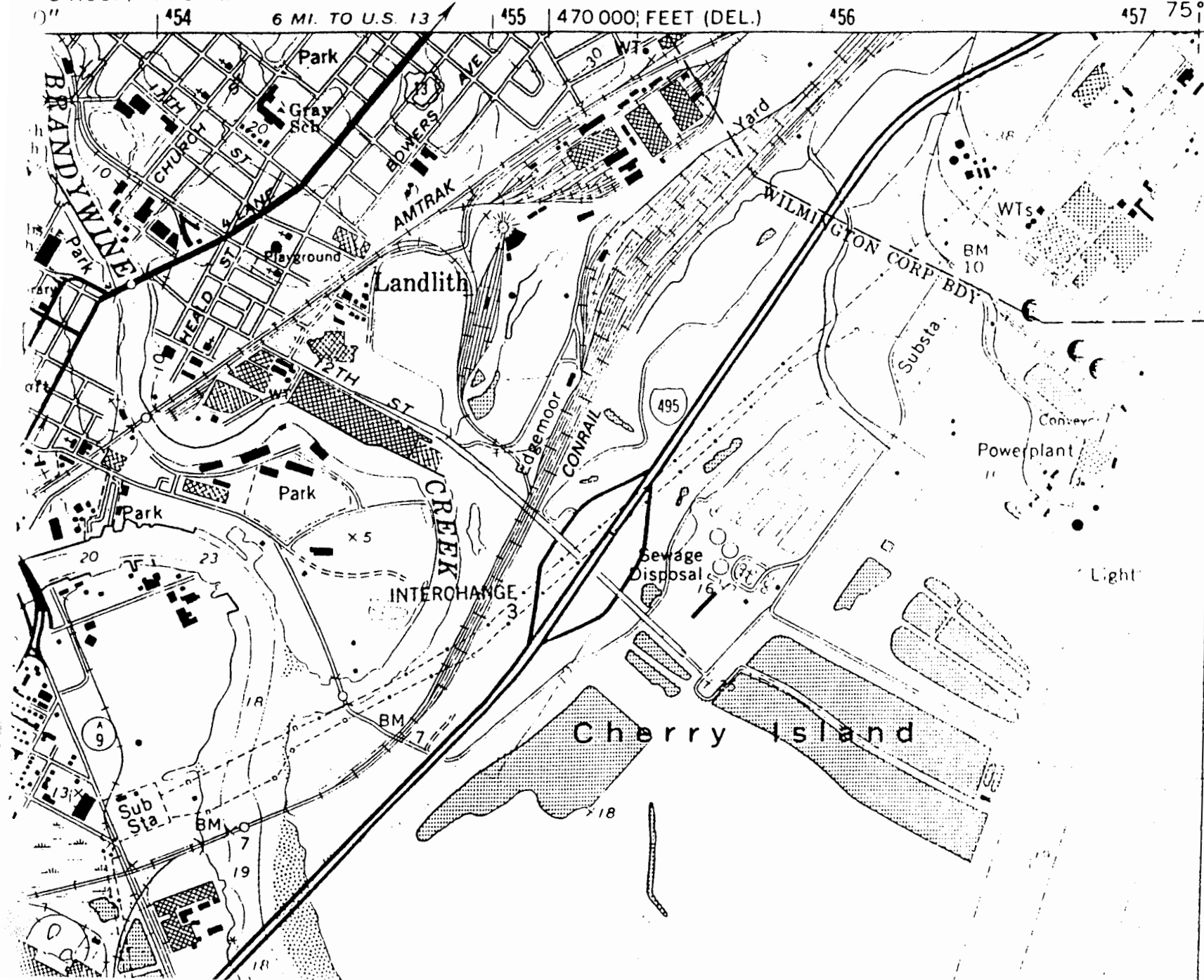
DELAWARE - NEW JERSEY
7.5 MINUTE SERIES (TOPOGRAPHIC)

NE/4 WILMINGTON 15' QUADRANGLE

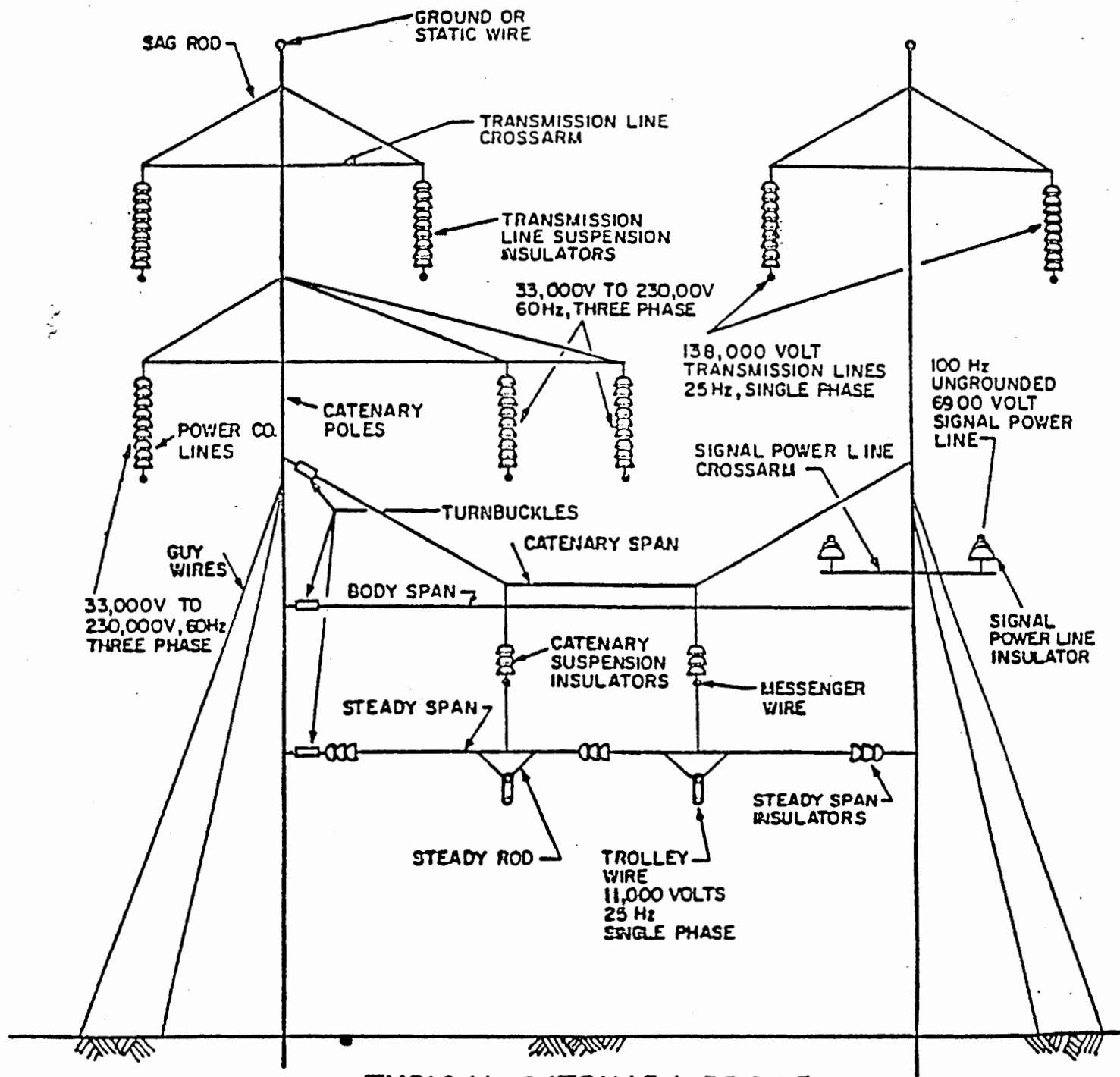
PA. (VIA U.S. 13) 12 MI.
IS HOOK, PA. 8 MI.

500
(MARC. 11)

6 MI. TO U.S. 13 454 455 470 000 FEET (DEL.) 456 457 75° 30' 39° 45'



630 000 FEET
(DEL.)



**TYPICAL CATENARY BRIDGE
SHOWING UTILITY POWER LINE OCCUPATION**

Wilmington Maintenance Facility
Fire & Emergency Evacuation Procedures
Main Office Building

Notice If a fire alarm is activated for the main office building, the office personnel effected MUST notify the City Fire Department (9-911) and the Safety Department (6398).

In the event of a SMALL fire:

- 1) remain calm
- 2) notify employees in the immediate area
- 3) extinguish the fire if possible, using proper fire extinguisher protocol. **IF THE FIRE IS NOT EXTINGUISHED AFTER USING ONE (1) FIRE EXTINGUISHER, FOLLOW THE STEPS BELOW AND EXIT THE BUILDING**
- 4) report the fire to your immediate supervisor
- 5) notify the safety department to have the fire extinguisher replaced

In the event of a Fire or Emergency Building Evacuation:

- 1) remain calm
- 2) notify employees in the immediate office
- 3) report the fire to your immediate supervisor
- 4) pull the closest fire alarm box
- 5) upon the sounding of an alarm:
 - a. turn off all electric appliances, if feasible
 - b. evacuate the building using the closest fire exit, taking your jackets and purses with you
 - c. **DO NOT** walk into or through any clouds of smoke
- 6) **2nd floor employees**
 - a. descend the closest stairwell in a quiet orderly manner
 - b. stairwells are located at the north and south ends and the center of the building
- 7) proceed in an orderly manner to the assembly area located in the parking lot on the north side of the building
- 8) remain at the assembly area and report to your immediate supervisor
- 9) all supervisors are to make sure that all of their employees are accounted for
- 10) all supervisors are to report their attendance to the General Manager
- 11) only the General Manager or the Fire Chief will give the order to return into the building

In the Event of a National Emergency:

- 1) all employees are to report to the area outside the General Managers Office
- 2) the General Manager or his designate will disclose to the employees what action is to be taken to prepare for the oncoming emergency

Notice: ALL SUPERVISORS ARE RESPONSIBLE FOR THE EVACUATION OF THEIR EMPLOYEES

Wilmington Maintenance Facility
Fire & Emergency Evacuation Procedures
All Shop Facilities

Notice If a fire alarm is activated, the office personnel MUST notify the City Fire Department (9-911) and the Safety Department (6398)

In the event of a SMALL fire:

- 1) remain calm
- 2) notify employees in the immediate work area
- 3) extinguish the fire if possible, using proper fire extinguisher protocol. IF NOT EXTINGUISHED AFTER USING ONE (1) FIRE EXTINGUISHER, LEAVE THE BUILDING.
- 4) report the fire to your immediate supervisor
- 5) take the used fire extinguisher to the empty fire extinguisher rack
- 6) replace the fire extinguisher with a fully recharged fire extinguisher. If none are available ask your supervisor and take it to the Tin Shop for recharging.

In the event of a Fire or Emergency Building Evacuation:

- 1) remain calm
- 2) notify employees in the immediate work area
- 3) pull the nearest fire alarm box
- 4) report the fire to your immediate supervisor
- 5) upon the sounding of an alarm - evacuate the building
- 6) DO NOT walk into or through any clouds of smoke
- 7) turn off all electrical appliances, if feasible
- 8) proceed in an orderly manner to the following locations:
 - a) Car Shop I - southwest corner by the old battery house
 - b) Car Shop II, Material Control Receiving, Material Control Office Maintenance and Tin Shop - parking lot west of the building
 - c) Electric Shop - parking lot east of the building
 - d) Loco Shop, Wheel Shop - parking lot east of the air brake shop
 - e) Blacksmith Shop, Powerhouse, Wood Mill - parking lot east of the air brake shop
- 9) remain at the assembly area and report to your immediate supervisor
- 10) ALL foremen are to make sure that all their employees are accounted for
- 11) ALL foremen are to report their attendance to the appropriate Shop Manager.
- 12) Only the Shop Manager or the Fire Chief will give the order to return to the building

In the Event of a National Emergency:

- 1) all employees are to report to the outside the Shop Managers Office
- 2) the Shop Manager of his designate will disclose to the employees what action is to be taken to prepare for the oncoming emergency

Notice: ALL SUPERVISORS ARE RESPONSIBLE FOR THE EVACUATION OF THEIR BUILDINGS

WILMINGTON MAINTENANCE FACILITY
EMERGENCY INCIDENT REPORTING FORM

Reporter: _____
Title: _____ Date: _____
Phone: _____ Time of Alarm: _____

Type of Incident: _____

Location of Incident: _____

Shop Involved: _____

Area Supervisor: _____

Shop Manager: _____

TRAIN INFORMATION

Engine # _____ Train # _____ Car # _____

Injuries: No Yes Total Number of Injured: _____

Fatalities: No Yes Total Number of Fatalities: _____

Evacuation Required: No Yes Total Shop: _____

Waterway Involved: No Yes Name of Waterway: _____

Mutual Aid Received: _____

OUTSIDE AGENCY NOTIFICATION

DNREC

EPA

Coast Guard

SERT

Name _____

Title _____

Report # _____

Time _____

CTEC4

Power Director

Amtrak - S&EC

Name _____

Title _____

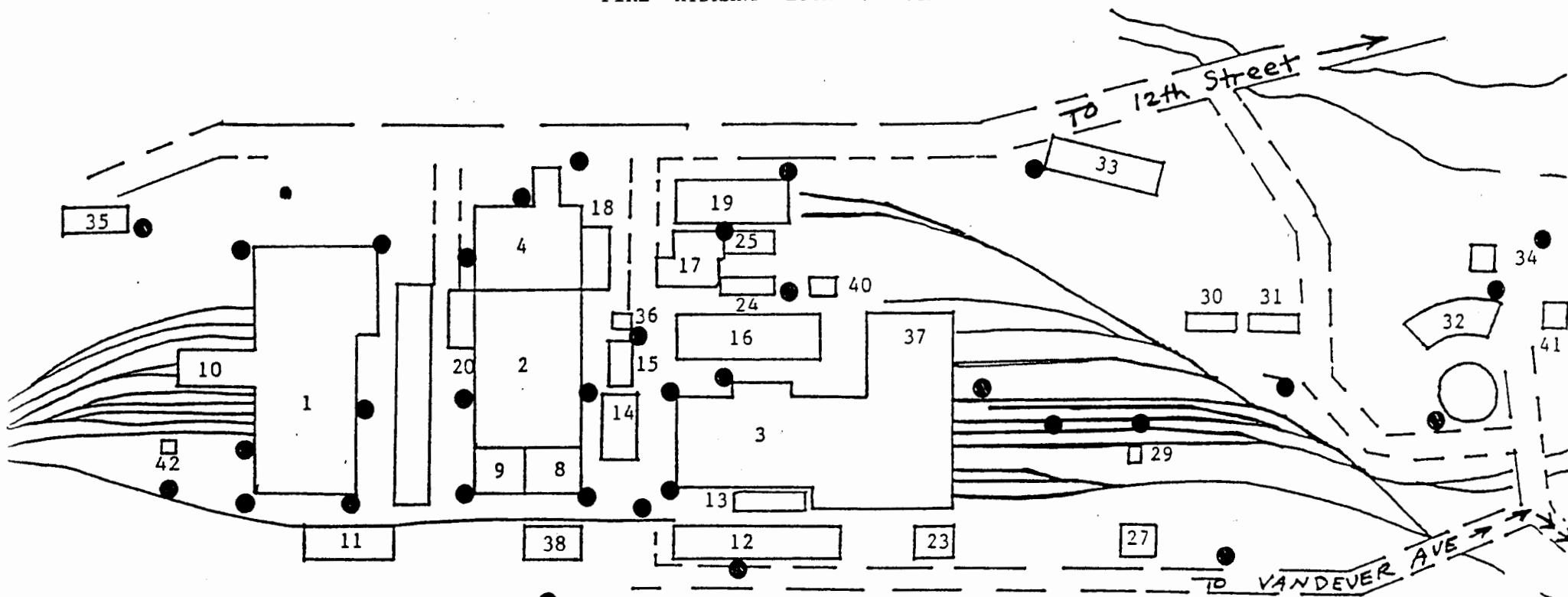
Report # _____

Time _____

AMTRAK

WILMINGTON MAINTENANCE FACILITY

FIRE HYDRANT LOCATION MAP



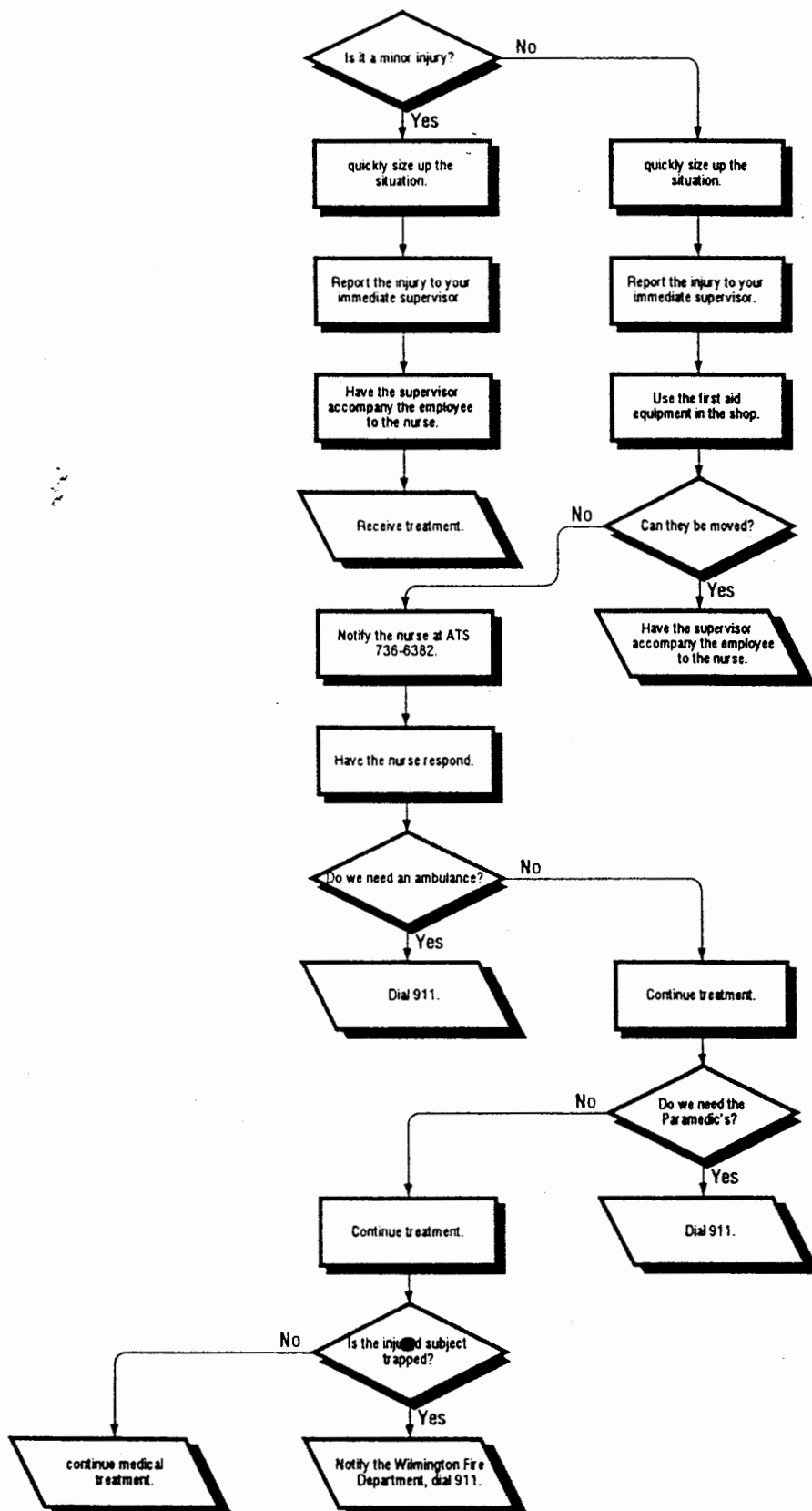
● - Indicates Fire Hydrant Location

1. Car Shop I
2. Car Shop II
3. Locomotive Shop
4. Electric Shop
8. Maintenance Shop
9. Tin Shop
10. Car Shop I / Asbestos Abatement
11. Battery House
12. Main Office Building
13. Old Bake Ovens
14. Main Locker Room

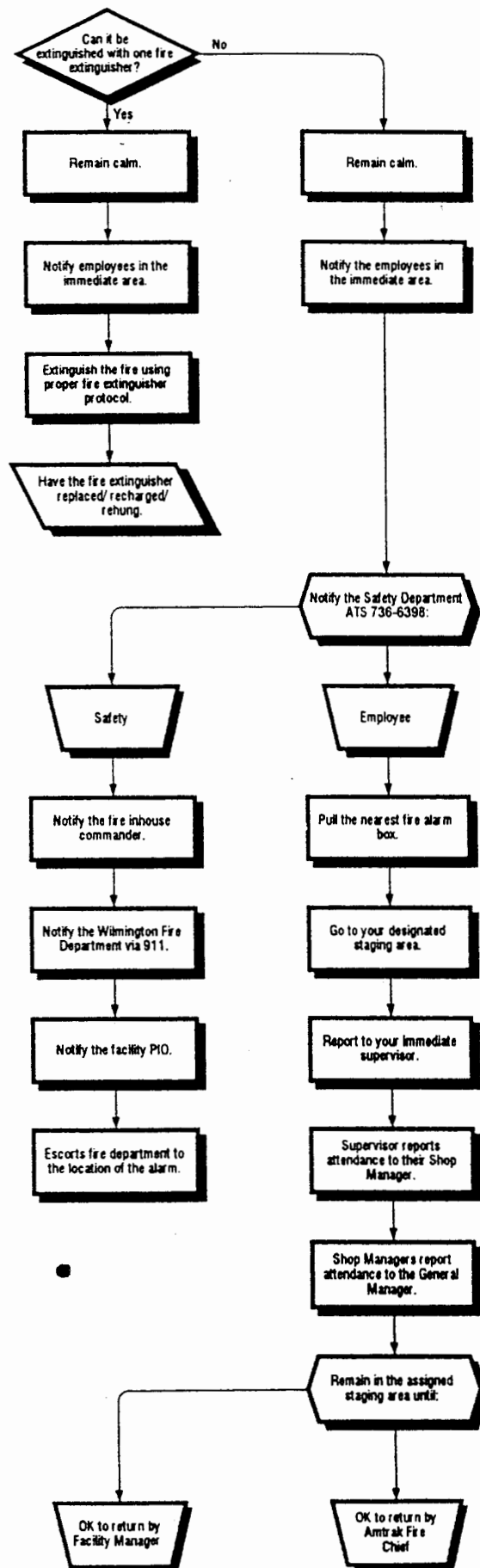
15. Supervisors Locker Room
16. Blacksmith / Brake Shop
17. Powerhouse
18. Electric Shop / Receiving
19. Air Brake Shop
20. Material Control / Receiving
23. Material Control / Storage
24. Waste Oil Storage
25. Used Drum Storage Area
27. Material Control / Oil House
29. Locomotive Shop / Inspection Shanty

30. B & B Shop
31. B & B Shop
32. Roundhouse
33. C&S / E.T. / Track Office
34. Foam House
35. Fire Pump House
36. Oxygen & Acetylene Tank Storage
37. Wheel Shop
38. DAF Pollution Building
40. PCB Distillery
41. Enginehouse / Crew Sign-up
42. Oxygen & Acetylene Tank Storage

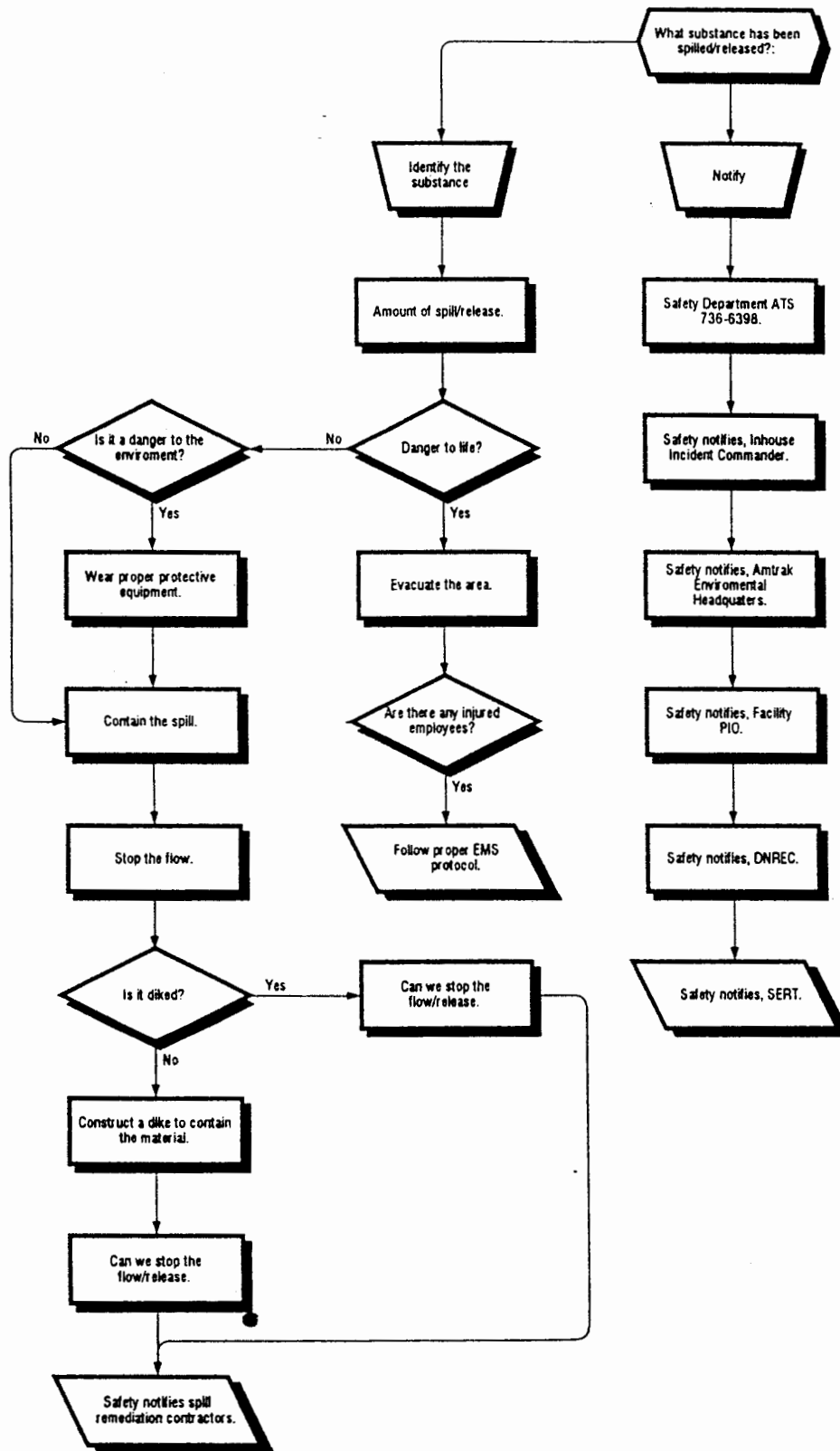
EMERGENCY MEDICAL TREATMENT



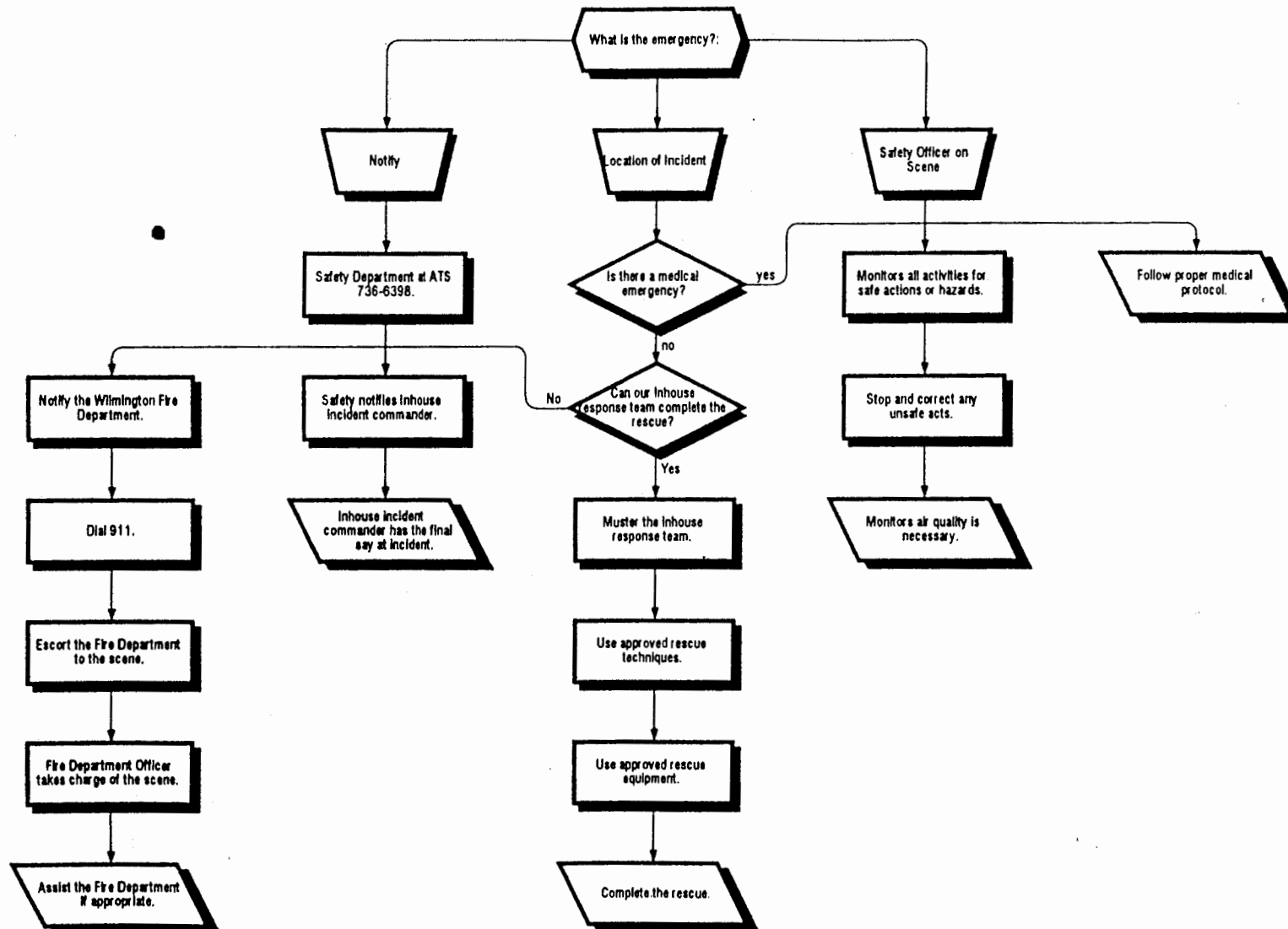
Fire Emergency



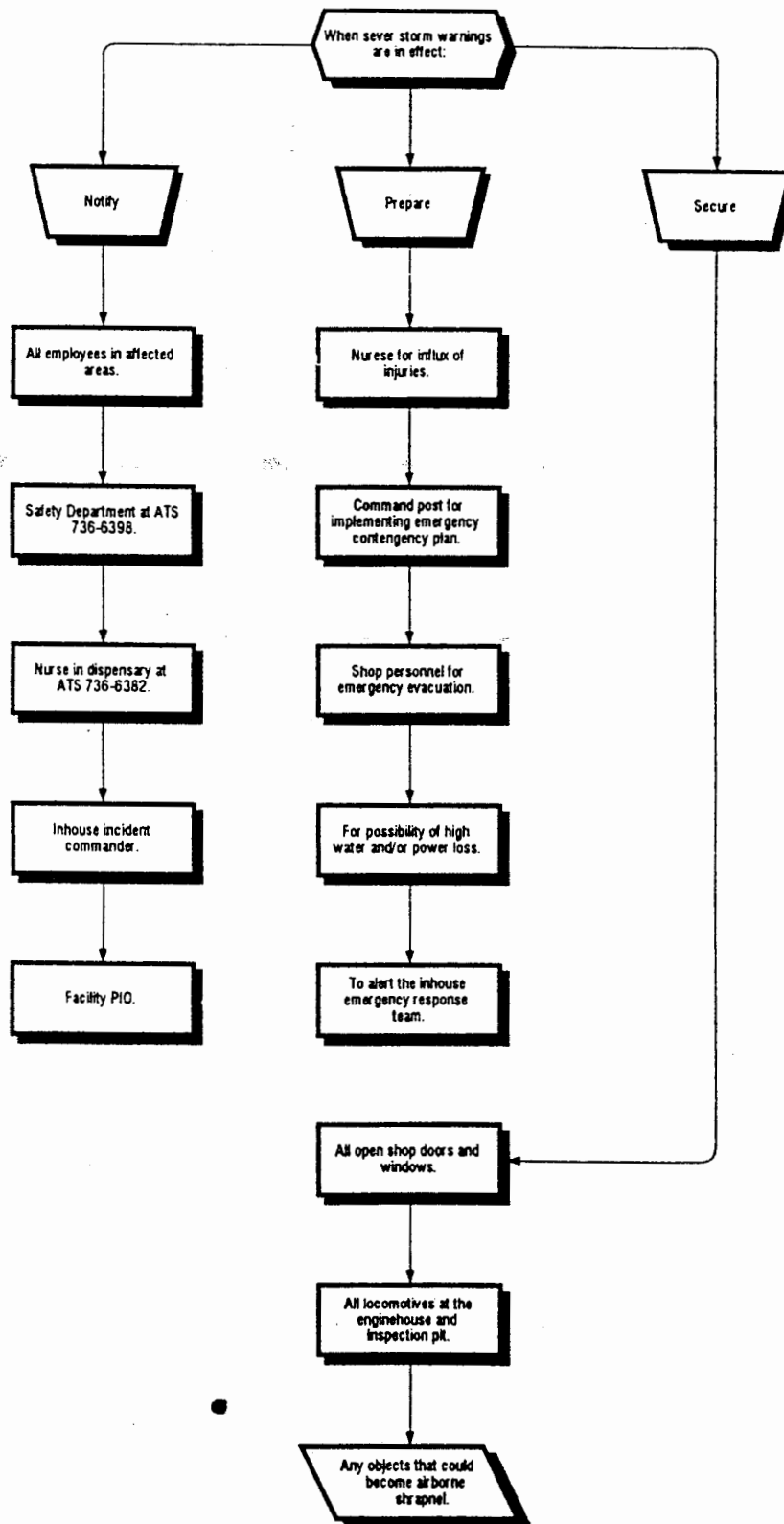
Hazardous Material Incident



Rescue



Weather Related Emergency



Total Shop Evacuation

